



### **NEW EMPLOYMENT OPPORTUNITIES**

Please apply directly to [kendra@vanderbiltmuseum.org](mailto:kendra@vanderbiltmuseum.org)

**Job Title:** Planetarium Education Coordinator/Full time

**Summary:** The Suffolk County Vanderbilt Museum and Reichert Planetarium is seeking a reliable full-time Planetarium Education Coordinator to join our team. The primary function of the Planetarium Education Coordinator will be to plan, produce and present planetarium educational programming for K-12 groups.

The Planetarium Education Coordinator reports directly to the Planetarium Director.

**Location:** Suffolk County Vanderbilt Museum and Reichert Planetarium, 180 Little Neck Rd., Centerport, NY 11721

**Range:** \$54,000.00 to \$58,000.00

**Status:** Exempt

**Hours:** Year-round full-time position, must be available to work 35+ hours per week, including weekends, some evenings and minor holidays, and occasional overnights, as required.

**Duties and Responsibilities include the following:**

- The Planetarium Education Coordinator is responsible to prioritize and implement planetarium outreach programs. This includes but is not limited to training other educational support staff.
- The Planetarium Education Coordinator is responsible to plan, produce and present astronomy-related outreach programs to schools, libraries and other organizations that are outside the scope of the museum.
- Set up and present programming using the portable/travelling planetarium dome and associated hardware.
- Set up and utilize telescopes for both onsite and offsite events and programs.
- Work with the Planetarium Director to develop and present STEM-related programming both onsite and offsite in hybrid formats.
- Assist in the day-to-day operations of the Reichert Planetarium.
- Prepare and teach onsite and offsite classroom learning labs and workshops for students, families and adult groups.
- Prepare and present onsite and offsite large-scale assembly programs and Reichert Planetarium presentations.

- Research, design, and present workshops, demonstrations, Smartboard games/presentations, and hands-on experiences to guests in the planetarium lobby and the estate grounds and train other planetarium staff to do the same.
- Responsible for the presentation of Reichert Planetarium educational programming for K-12 school groups under the supervision of the Planetarium Director.
- Advocate for department goals by assisting the Planetarium Director with the development and expansion of educational programs.
- Master and expand technical skills using various planetarium hardware and software to build engaging and effective education programming.
- May be asked to present both automated and live Reichert planetarium shows to both private groups and the general public.
- Maintain a safe and functional theater by reporting equipment or facility issues to the Planetarium Director.
- Assist the Planetarium Director with special events such as Astronomy Day and other astronomy-related programs.
- Work with other Planetarium staff to conduct workshops, scout programs, camps, and any other astronomy-related programs.
- May be asked to assist with the creation of social media posts related to astronomy topics.
- Knowledge of NYS learning standards and how to apply them to the creation of effective planetarium programming and support materials.
- Assist in updating and maintaining the museum's annual education brochure.
- Attend and report for the Education & Exhibits Committee meetings.
- May be asked to assist with Admissions, including but not limited to the operation of the control console when open to the public.
- Attend and participate in department meetings.
- Answer questions for media contacts related to astronomy and planetarium events in the absence of the Planetarium Director, when applicable.
- Keep a flexible schedule that may require weekends, evenings, and minor holidays for special events and public programs.
- Advocate the department goals of developing and expanding programs while exploring revenue opportunities, driving revenue and meeting goals.
- Weekends, nights and minor holidays, and occasional overnights, as required.
- Conduct occasional work outdoors with exposure to varied weather conditions.
- Perform other related duties as assigned.

**Skills:**

Experience with children's programs a must  
Working knowledge of Next Generation science standards  
Ability to work proactively without supervision and to use good judgment  
Exceptional organizational skills with strong attention to detail  
Efficient multi-tasker to handle multiple projects in a fast-paced environment

Excellent verbal communication and interpersonal skills  
Deadline and accuracy driven  
Capable of using computers, projectors, audio/visual equipment, and Smartboards  
Ability to stand for long periods of time, kneel, stoop, crouch, and to lift at least five pounds

**Experience:**

Bachelor's Degree in Education, Astronomy, Natural Sciences, or equivalent field of study (Required)  
Valid unexpired NYS Drivers License (Required)  
US work authorization (Required)

Smoking is prohibited on Suffolk County property.

*The Vanderbilt Museum and Planetarium is an Equal Opportunity Employer.*