



NEW EMPLOYMENT OPPORTUNITIES

Please apply directly to 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.