



Title: Planetarium Operator

Reports to: Dir. of Education Kaleideum North

Status: Part-time, 1-2 days per week

Salary: \$9.50 /hr.

Assignment: Sundays 1-5, occasional weekdays

About the Museum:

Kaleideum was formed in July 2016 as a result of the merger of The Children's Museum of Winston-Salem and SciWorks. Currently, the Museum operates two locations with a combined 95,000 square feet, approximately 200,000 annual visitors, and more than 2,200 members. The mission of the Museum is: Inspiring wonder, curiosity, and lifelong learning in our children and community through interactive play and discovery. *We achieve this through the overlapping lenses of literacy, the arts, and STEM.*

Kaleideum is committed to developing exhibits and programming that fuse STEM (science, technology, engineering, and math), literacy, and the arts into an integrated approach to learning that prepares early learners for school and spark all visitors' imaginations and desire to learn more.

Position Summary: The Planetarium Presenter will oversee the daily operations of all planetarium programs and procedures from start-up to shut-down during their work shift. This may include providing floor coverage on busy days, and assisting with all other education department responsibilities as schedule dictates. Candidates interested in this position must be reliable, punctual, and thorough.

Primary Duties and Responsibilities:

- Turn on lights and planetarium console at the beginning of the day
- Ensure that scheduled shows are operational at the beginning of each shift
- Review daily schedule
- Present programs to scheduled groups and the public
- Record attendance for each show
- Record maintenance issues, and steps taken to remedy issues in Daily Records Book
- Communicate with admissions desk and supervisor immediately if there are problems with the implementation of shows
- Prepare planetarium for following day's shows
- Work with education department to ensure educational goals are met
- Stay up to date and informed on current astronomical occurrences
- Other duties as assigned

Required Education, Skills, Knowledge and Abilities:

- High School Diploma or equivalent
- 2 years of experience in astronomy and/or planetarium operations
- Proficient in public speaking
- Must be enthusiastic and a team player
- Familiarity with computer programs and audio-visual equipment
- Familiarity with basic electronic controls

- Ability to work independently and as a team member
- Ability to supervise volunteers and interns
- Ability to interact professionally with others and represent the museum in a positive manner
- Valid NC Driver's license
- Excellent organizational and communication skills

Preferred Education, Skills, Knowledge and Abilities:

- Bachelor's degree in astronomy, computer science, education, or related field
- Experience working in an educational organization
- Experience teaching astronomy

Essential Physical Functions:

Must be able to climb stairs, kneel, bend, reach overhead, lift up to 30 lbs, and must not be sensitive to laser lights or strobe lights, must be able to communicate orally.

A cover letter and resume are required for this application

All applicants must submit to a drug test, criminal background check, and reference check as part of the pre-employment process.

Position open until filled.

To Apply:

Send a cover letter of interest and a current resume to:

Kelli Isenhour

Director of Education

Kaleideum North

400 W. Hanes Mill Rd.

Winston-Salem, NC 27105

kisenhour@kaleideum.org