



EMPLOYMENT OPPORTUNITY!

Working for the Anchorage Museum at Rasmuson Center and its support organization, the Anchorage Museum Association, means working with dynamic people and doing meaningful work for Anchorage's premier cultural hallmark.

Job Title: Planetarium & Science Education Coordinator

Summary Position Statement:

Under the general direction of the Imaginarium Discovery Center (IDC) Manager, this position will support the various functions of the Thomas Planetarium and IDC. The incumbent will present live, pre-recorded, and computer-assisted public and school planetarium shows and support exhibit interpretation and visitor interactions during regular operating hours and special events.

Essential Duties and Responsibilities:

1. Responsible for presenting live, pre-recorded, and computer-assisted public and school planetarium shows.
2. Serve as primary point of contact and communication for museum visitors with questions about and interest in planetarium programs.
3. Responsible for greeting guests and answering questions about the exhibits, Thomas Planetarium, IDC, and Museum.
4. Responsible for interpreting the exhibits, live animal collection, and other content of the IDC (including TOTE KidSpace) to ensure positive learning experiences and to encourage play and exploration by visitors.
5. Interact with museum volunteers to model and facilitate positive learning experiences and to encourage play and exploration for visitors.
6. Provide handling and care for live animals including fish, reptiles, and a variety of other vertebrates and invertebrates.
7. In collaboration with the IDC manager, will develop and follow a preventive maintenance program for all planetarium-based equipment including regular maintenance and repair and/or arranging the repair of damaged or malfunctioning equipment/systems.

8. Assist and provide input in research, design, planning, development, organization, and implementation of live-star shows within the Thomas Planetarium.

Non-Essential Duties and Responsibilities:

- Assist with light maintenance of exhibits and renovations as needed.
- Assist with specific fundraisers or other museum events; attend committee meetings as needed.
- Assist with supply inventory and maintenance of program areas and materials as needed.
- Work collaboratively with all Museum Exhibitions staff and other Museum staff and maintain effective communication regarding the needs, upkeep, and ongoing maintenance of the Thomas Planetarium.
- Perform other related duties as required.

Knowledge/Skills/Abilities:

Knowledge of:

- Have an understanding of science content exhibited in the galleries and within the Thomas Planetarium.
- Possess knowledge of local and state communities and organizations; have a sincere interest in and respect for people of different backgrounds and cultures.

Ability to:

- Work weekends, evenings, and holidays and varied hours and days as business dictates.
- Excellent public speaking skills and demonstrated ability to perform engaging live public presentations and friendly interaction with visitors.
- Must have excellent written and oral communication skills with ability to develop and deliver dynamic, engaging public presentations to diverse audiences of all ages in a positive and rewarding manner.
- Must be a professional, responsible, reliable motivated team player with strong interpersonal and organizational skills.



- Work under pressure in a fast-paced environment, prioritize multiple competing tasks and demands; seek supervisory assistance as appropriate.
- Must be able to work well independently.
- Assist museum visitors in the event of a fire or other emergency.

QUALIFICATIONS:

- High school diploma or equivalent required;
- Some college course-work indicating interest in the subject of astronomy, astrophysics, space exploration or related;
- Experience working with computer-operated media systems;
- Working knowledge of Microsoft Word, Outlook, Internet navigation, and research required;
- Experience working with planetarium equipment and with the public, technical proficiency preferred;
- Experience in teaching and/or working in the Sciences is preferred;
- Basic understanding of human development, learning styles and multi-sensory teaching techniques preferred;
- First aid training and CPR certification preferred.

Rate of pay: \$14.45/hr + DOE. This is a part-time, non-exempt position. The work schedule varies based on the Museum's needs.

If you are interested in this exceptional opportunity, please log on to our website to review the complete job description. Interested parties may log onto our website to complete an employment application and submit it along with a resume and cover letter via email, fax or mail. **Please note we are unable to accept resumes in place of an employment application.** All positions are open until filled.

LOCATION:

Anchorage Museum at Rasmuson Center
Attn: Human Resources
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Email: employment@anchagemuseum.org
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