

JOB TITLE**Planetarium Director****REPORTS TO:** Administration (SVJH)**JOB DESCRIPTOR:** K34**DATE:** July 1, 1993**NATURE AND SCOPE OF JOB:**

The Planetarium Director is responsible for developing the planetarium curriculum and implementing it for students when classes come to the planetarium. The director also is the presenter for public and private group presentations.

JOB FUNCTIONS:**ESSENTIAL FUNCTIONS:**

1. Supervise the operations of the planetarium.
2. Presents public programs during the fall, winter, and spring seasons.
3. Establishes the budget and purchases necessary supplies and materials for the planetarium.
4. Repairs and maintains planetarium equipment as needed.
5. Works with educators in developing ideas that they can use in the planetarium.
6. Helps students and teachers as well as the community to better understand the sky above them.
7. Keeps the public informed about what's happening in the sky.

OTHER FUNCTIONS:

1. Develops classroom skills for students in the planetarium.
2. Teaches classes for University of Wyoming and Gillette College.
3. Visits various organizations during luncheon meetings, etc to inform and to discuss astronomy topics.
4. Trains various students to assist in the planetarium as planetarium aids.

**--EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL FUNCTIONS OF THIS JOB--
JOB QUALIFICATIONS:****KNOWLEDGE, SKILLS, AND MENTAL ABILITY:**

1. Possess a great knowledge of the sky and astronomy
2. Possess the ability to communicate with all ages of people, pre-school through senior citizens.
3. Be able to communicate and teach teachers how to best approach astronomy objectives.
4. Possess knowledge of requirements for learning at each age level.
5. Ability to capture the interest of students in astronomy by making learning fun.
6. Possess great patience.
7. Ability to teach people about the real sky.
8. Desire to grow in this profession.

EDUCATION, LICENSE, CERTIFICATION, OR FORMAL TRAINING

- Bachelor's Degree in Earth Science with a background in Astronomy from an accredited college or university.

EQUIPMENT USED:

Computer and related technology

Various Projectors

Video Recording Equipment

Laser Disk Equipment
Laser Light Show Equipment

Audio-Visual Equipment

Systems 512 Equipment

PHYSICAL DEMANDS:

- Visual acuity and stamina to work in total darkness.
- Lower body strength to stand and walk throughout the work day.
- Standing for at least 40% of the work day.
- Sitting for at least 30% of the work day.
- Walking for at least 30% of the work day.

ENVIRONMENTAL DEMANDS:

- Air conditioned building.
- Occasional exposure to weather extremes.
- Fluorescent lighting.