POSITION ANNOUNCEMENT

PUBLIC PROGRAM EDUCATOR (TEMP)

Lowell Observatory’s Public Program department welcomes over 80,000 visitors per year. The Public Program Educator contributes to the Lowell visitor’s overall experience by providing them with exceptional educational programming, historic tours and telescope viewing experiences. The Public Program Educator reports to the Outreach Manager.

RESPONSIBILITIES

- Enjoy engaging and interacting with visitors
- Encourage visitors to become Lowell Observatory members
- Answer questions about astronomy, the Observatory and other areas of interest in Northern Arizona
- Stay up to date with astronomy-related news and events
- Engage visitors and provide security and maintenance in the exhibit hall
- Lead tours of the Lowell Observatory campus
- Deliver public lectures and Slipher Vision shows
- Operate public telescopes
- Lead outdoor stargazing programs
- Lead special preK-12 programs
- Check email, website, “Take 5” and other relevant resources daily in order to have complete understanding of public program-related activities going on at Lowell Observatory
- Attend monthly public program staff meetings
- Other duties as assigned which may include: leading tours of other Lowell facilities and assisting with design and delivery of new programs

QUALIFICATIONS AND EXPECTATIONS

- Excellent public speaking and interpersonal skills
- Must be outgoing, personable, energetic, and enthusiastic
- Weekend and evening hours required
- Ability to effectively manage large groups of diverse people
- Must be punctual, articulate, and present a professional image to the general public
• Applicants must pass a background check

EXPERIENCE AND EDUCATION

Degree or current program of study in astronomy or other scientific discipline is preferred. Public speaking experience in formal or informal settings preferred.

WORKING CONDITIONS

This position requires long periods of standing, walking, bending, stretching, reaching, climbing, and lifting (under 20 lbs).

Status: Part Time, Temporary
Term: Spring-Summer 2016; possibility of extension.
Hours: Part-time, flexible. Hours can increase to as many as 40 hours per week during summer months. Must be regularly available weekends and evenings.
Compensation: $10/hour to start with a $1 per hour increase upon completion of training.
Benefit Eligible: No
FLSA Classification: Non-Exempt
Location: Flagstaff, Lowell Observatory’s Mars Hill Campus

Please complete an application (http://lowell.edu/about/employment) and send it with a resume, letter of interest addressing your qualifications and phone numbers and e-mail addresses of three references to the email address posted on the Lowell Application. Open until filled with first round of review on March 10th, 2016.

Lowell Observatory is an Equal Employment Opportunity/Affirmative Action employer and provides equal employment opportunity to all persons without regard to race, color, religion, sex, national origin, age, genetic information, disability, veteran status, political beliefs, sexual orientation, and marital and family status.

Lowell Observatory provides reasonable accommodations to applicants with disabilities. This nonsmoking campus is at an elevation of 7,000 ft/2100m. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources office for assistance.

VERSION February 25, 2016/HR