Lowell Observatory’s Public Program department welcomes over 100,000 visitors annually. We seek several extraordinary communicators to join our ranks as a Public Program Educator. 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 a Public Program Supervisor and works closely with the other Public Program Educators.

The list of qualifications/experience/education is a wish list not a checklist. We encourage anyone with an interest and a passion for astronomy, science, teaching, or history to apply even if they do not meet all of items on the list. Our training program is all encompassing to ensure your success in this position.

**RESPONSIBILITIES**

- Enthusiastically engage and interact with visitors from around the world
- Be able to answer questions about astronomy, the Observatory, its history and ongoing research areas, as well as other areas of interest in Northern Arizona
- Lead tours throughout the Lowell Observatory campus; conveying information on the history and the current and future direction of our mission
- Deliver public lectures and science demonstrations
- Engage visitors using a variety of public telescopes, and become proficient in their operation, including the GODO, Dyer and Clark telescopes
- Lead outdoor stargazing programs; safely use a laser pointer
- Fully understand the variety of public program-related activities by staying current through our internal communication and scheduling tools
- Encourage visitors to become Lowell Observatory members; understand the benefits of membership
- Stay current with astronomy-related news and events in order to convey accurate information to visitors
- Participate in regularly scheduled public program staff meetings and one-on-ones.
- Provide interpretation, and security, in the exhibit areas and assist in keeping Public Program facilities accessible and maintained.
- Maintain working knowledge of Lowell’s safety protocols and emergency procedures
- Provide support for general activities such as: driving the golf cart for guests, stepping in to facilitate unstaffed programming, coordinating special tours/programs.
- Perform other duties as assigned.
QUALIFICATIONS AND EXPECTATIONS

● Excellent public speaking and interpersonal skills; Must be outgoing, personable, energetic, and enthusiastic; Able to effectively manage large groups of diverse people
● Weekend and evening hours required
● Must be punctual, articulate, and present a professional image to the general public
● Experience using audio-visual equipment.

EXPERIENCE AND EDUCATION

Bachelor’s degree in astronomy or a related STEM field is preferred, including substantial college-level STEM course work. Demonstrable equivalent prior experience will also be considered. Extensive public speaking experience in formal or informal settings is preferred. Astronomy knowledge is a plus, but not required.

WORKING CONDITIONS

This position requires long periods of standing, walking, bending, stretching, reaching, climbing, lifting (up to 40 lbs) and speaking. Moving throughout the campus, on sometimes uneven terrain, often in low light. A portion of this position is spent outside. You should expect to work outside for extended periods in summer heat and winter temperatures that frequently drop below freezing.

This position requires working with potentially hazardous materials and equipment (e.g. liquid nitrogen, methanol, Van der Graff generator).

TRAINING/PROBATIONARY PERIOD

Training is extensive and is expected to be completed within a 3-6 month time frame. This position has a probationary period of 6 months at which point it is expected that you will have completed training. Lowell Observatory reserves the right to extend the probationary period at its sole discretion.

Status: Part time (16-29 hours/week) or Full Time (40 hours/week), Temporary*
Hours: Part time – variable 16-29 hours per week. Weekly hours may increase during holiday weekends, school breaks, summer season and special events.
Full time – 40 hours per week
Term*: This position is temporary through Oct 2024. There will be opportunities to apply for the new roles for the Astronomy Discovery Center (estimated opening Oct 2024).
Compensation: $20/hour with a $1/hour increase upon completion of training.
Benefit Eligible: See below**
FLSA Classification: Hourly, Non-Exempt
Location: Flagstaff, Lowell Observatory’s Mars Hill Campus
To Apply:
Please send the following documents to jobs@lowell.edu or drop them off at the Lowell Observatory Visitor Center at 1400 W Mars Hill Road, Flagstaff, AZ

- Lowell Standard Application (www.lowell.edu/careers)
- Letter of interest addressing your qualifications
- Resume
- Phone numbers and e-mail addresses of three references
- Please indicate on the Lowell Application if you are looking for part time or full time employment.

Applications will be reviewed weekly beginning December 12th. The position is open until filled.

**Benefits Overview:

Full Time - In addition to 11 scheduled paid holidays, Lowell Observatory offers a Flexible Paid Time Off policy for all full-time, benefit eligible employees which allows you to determine how much time you need to rest and enjoy yourself outside of work. Paid time off also includes paid Parental and FMLA leaves. The cost of premiums for medical, life & long term disability insurances for benefit eligible employees is 100% paid by the company. A portion of dependent medical insurance is paid by the company. Up to a 5% match on retirement contributions after 6 months of employment.

Part Time: Part Time employees will receive sick time accrual according to AZ state law. After 6 months of employment, part time employees are eligible to participate in a 5% match if they contribute 5% or more to their retirement plan, as well as 2 paid personal days per year.

Employment is subject to passing a background check

Lowell Observatory is proud to be an equal opportunity workplace and is an affirmative-action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, or Veteran status. Lowell Observatory has always been, and always will be, committed to diversity and inclusion. We seek individuals from all backgrounds to join our teams, and we encourage our employees to bring their authentic, original, and best selves to work.

Lowell Observatory sits at the base of mountains sacred to tribes throughout the region. We honor their past, present, and future generations, who have lived here for millennia and will forever call this place home.

Lowell Observatory is committed to providing access, and reasonable accommodation in its services, programs, activities, education, and employment for individuals with disabilities. Our non-smoking campus is at an elevation of 7,200ft/2200m, and the LDT is 40 miles south of Flagstaff at an elevation of 7,800 ft/2370m. If you need reasonable accommodation for any part of the application and hiring process, please notify the Human Resources office for assistance.

VERSION November 2023/HR