



1400 W Mars Hill Rd, Flagstaff, AZ 86001-4499 | USA  
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## POSITION ANNOUNCEMENT

### **PUBLIC PROGRAM CONTENT MANAGER**

Lowell Observatory is a private, non-profit organization founded in 1894 with a mission to perform basic research in astronomy and to share that research with the public. Lowell has a vibrant public outreach program, with 100,000 visitors annually to our campus. We are finishing the 40,000 sq ft Marley Foundation Astronomy Discovery Center, opening November 2024, which will increase our visitor capacity significantly, and includes two galleries, a stunning wrap-around Lowell Universe Theater, and a breathtaking roof-top Dark Sky Planetarium. The Discovery Center will serve as a destination for locals and visitors from across the country and the world.

Lowell Observatory seeks applications for the position of Content Manager (CM). The CM is a member of Lowell's public outreach team and reports to the Public Program Operations Manager. The CM works with and manages a team of approximately four Content Specialists. This is both an operational and a management position. One aspect of Lowell Observatory's mission is to share information and discoveries with the public, and the person in the CM role will be instrumental in this effort. Our well-established public program currently sees ~100,000 visitors per year, with a 50% increase expected in 2025 once our ground-breaking Astronomy Discovery Center has opened. The person in the CM role will be a dynamic and forward-thinking individual who will work with staff in public program, science, technology, marketing, and philanthropy to share the wonders of our universe with as wide an audience as possible.

### **RESPONSIBILITIES**

The Content Manager is responsible for managing the group that ensures that accurate and timely information is available to all staff delivering content in the Observatory's visitor programs, onsite and offsite, and in all exhibits and presentations. The Content group also works with any Observatory staff, as time and programmatic strategy permits, to develop presentation content regarding and related to the Observatory's scientific and technical programs and historic legacy.

Essential tasks of the CM include:

- Manage the Content Specialists: set goals and clear metrics, determine possible approaches, ensure that project and performance milestones are achieved
- Work with Content Specialists to define and develop products needed by the public program department or by other departments. These will include current event sheets, presentation scripts, exhibit concepts and contents, and more. The CM will also need to be proactive in seeking new approaches to delivering content, and identifying new content that may be provided.

- Act as a resource for all departments, for requests for public-facing science content; work with team to fulfill these requests; ensure that content is accurate and up-to-date.
- Develop plans for field testing new content
- Maintain current knowledge of astronomical events, current science research at Lowell, space exploration, and associated fields.
- Maintain familiarity with all content components of the Astronomy Discovery Center's exhibit galleries. In collaboration with appropriate staff, ensure the exhibits are in up to date and provide effective experiences for visitors.
- Present science programs to visitors regularly at the Astronomy Discovery Center
- Supervise planning for, production of, and/or acquisition of shows to be presented in the Lowell Universe Theater (LUT).
- Supervise production of and regular updates of content available for the large screen of the Dark Sky Planetarium (DSP).
- Other duties as assigned.

The CM may be called upon from time to time to assist with delivery of outreach programs. While such duties would be expected first to be performed by Telescopes and Presentation staff, the CM should be prepared to step in if needed. As such, the CM should maintain familiarity with current events in the night sky and the current contents of campus tours and LUT/DSP shows.

## QUALIFICATIONS

*It is not necessary to meet 100% of these qualifications to be considered for this position.*

- Bachelor's degree in astronomy, planetary science, or closely related field is required. Advanced degree is preferred. Demonstrated equivalent experience may be used to satisfy this requirement.
- Minimum of 3 years of personnel management; demonstrated ability to train, mentor, develop, evaluate, and provide progressive discipline (as needed) for direct reports
- Demonstrated ability to synthesize complex concepts into stories and narratives that are accessible to the general public
- Familiarity with the night sky/constellations, astronomy/planetary science fields and science center or planetarium operations are strongly preferred
- Familiarity with exhibit design and production is a plus
- Familiarity with development of visuals and graphics for live shows is a plus
- Familiarity with video production is a plus
- Ability to occasionally work evenings and/or on weekends

## WORKING CONDITIONS

Often sitting, standing, bending, and working at a computer for extended periods of time. Frequently moving throughout the campus, on sometimes uneven terrain. Speaking and listening, in person, while using the telephone, or while using online meeting software. Ability to lift up to 40 pounds. Potential to work outdoors, sometimes in extreme cold or heat.

**Status:** Full Time, Regular  
**Compensation:** \$70,000 to \$85,000 per year DOE  
**Compensation Type:** Salary  
**Benefit Eligible:** Yes\*  
**FLSA Classification:** Exempt  
**Location:** Flagstaff, AZ, Mars Hill Campus  
**Start Date:** Negotiable, on or before July 1<sup>st</sup> preferred

**To Apply:**

Please send the following documents to [jobs@lowell.edu](mailto:jobs@lowell.edu)

- Lowell Application ([www.lowell.edu/careers](http://www.lowell.edu/careers))
- Resume
- Letter of interest addressing your qualifications
- Phone numbers and e-mail addresses of three professional references

**We will begin review of applications on April 22<sup>nd</sup>. Position is open until filled.**

\*Benefits Overview: 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. The cost of premiums for medical, life & long term disability insurances for benefit eligible employees is 100% paid by the company. Up to a 5% match on retirement contributions after 6 months of employment.

**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 a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources office for assistance.

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