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POSITION ANNOUNCEMENT

PUBLIC PROGRAM PRESENTATIONS 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 Presentations Manager (PM). The PM is a member of Lowell's public outreach team and reports to the Public Program Operations Manager. The PM works with and manages a team of roughly 5-7 Presentation Specialists. This is both an operational and a management position. The Presentations Manager will lead our talented and innovative presentation team in providing entertaining and educational experiences for visitors.

RESPONSIBILITIES

The PM is responsible for managing the Observatory's large-group programs for the public, including campus tours, live presentations in the Lowell Universe Theater, and live stargazing programs given at the Dark Sky Planetarium. The PM will manage all presentation personnel and will organize presentation shift supervision with the Senior Presentation Specialists. The PM will supervise the Presentation Specialists and work with the Senior Presentation Specialists to train the staff in presenting to large groups and in each of the various specialized areas (including the Lowell Universe Theater and Dark Sky Planetarium); the PM should be willing and able to personally deliver these experiences if needed.

The PM's critical tasks include:

- Management of Senior Presentation Specialists and Presentation Specialists, including training, mentoring, regular check-ins, and performance management
- Schedule the Presentation Specialists to ensure all presentation shifts are covered during regular visitor hours. Schedule staff as needed for special or offsite programs
- Supervise onboarding and training for Presentation Specialists with all current programs
- In collaboration with the Content group, ensure that information presented to the public is current and accurate

- Maintain familiarity with infrastructure associated with delivery of the large-group programs, including the hardware and software of the Lowell Universe Theater, the large display screen of the Dark Sky Planetarium, and the public-facing facilities in areas around the Observatory's campus
- Provide overall supervision during regular visitor hours
- Coordinate program schedules and coverage with other public program managers
- Conflict resolution as needs arise
- Regularly deliver programs and engage in general guest interactions as needed
- Other duties as assigned

The PM will maintain familiarity with all current presentations and will assist the Content group as needed with updating and preparation of new presentations. The PM will work on an ongoing basis with other public program managers to ensure that all programs run smoothly and must be willing and able to provide direct support if needed. Such tasks may include, but are not limited to, logistical support in the Astronomy Discovery Center, crowd and traffic management on busy evenings, snow removal from critical guest areas, and other duties as needed to deliver our programs.

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 related field is required. 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
- Excellent communication (written and oral) and interpersonal skills
- Comfort with and demonstrated ability to speak effectively with large and/or diverse groups of guests with wide ranges of ages, backgrounds, and knowledge bases
- Prior experience in theater or other performance types will be considered a plus
- Familiarity with the night sky/constellations, general astronomy, and science center or planetarium operations are strongly preferred
- 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. Occasionally working outdoors, sometimes in extreme cold or heat.

Status:	Full Time, Regular
Compensation:	\$55,000 to \$70,000 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 st preferred

To Apply:

Please send the following documents to jobs@lowell.edu

- Lowell Application (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 22nd. 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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