



1400 W Mars Hill Rd, Flagstaff, AZ 86001-4499 | USA  
lowell.edu | 928.774.3358

## POSITION ANNOUNCEMENT

### **PUBLIC PROGRAM TELESCOPES 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 Telescopes Manger (TM). The TM is a member of Lowell's public outreach team and reports to the Public Program Operations Manager. The TM works with and manages a team of roughly 8-10 Telescope Specialists. This is both an operational and a management position. The person in the TM role will have a passion for observational astronomy, a deep knowledge of the workings of telescopes, and a talent to teach others these skills so that we may continue to offer our visitors the thrill of viewing planetary and deep sky targets through our suite of new and historical telescopes on Mars Hill.

### **RESPONSIBILITIES**

The TM is responsible for managing the delivery of public stargazing experiences using a variety of telescopes around the Lowell campus, including six at the Giovale Open Deck Observatory, the Clark refractor, the Brian Dyer telescope, the Pluto astrograph, and several portable telescopes. The TM will manage all telescopes personnel and will organize telescope shift supervision with the Senior Telescope Specialists. The TM will supervise the Telescope Specialists in delivery of these stargazing experiences and work with the Senior Telescope Specialists to train the staff in general solar viewing and stargazing and each of the various specialized areas (including astrophotography, and basic technical troubleshooting); the TM should be willing and able to personally deliver these experiences if needed.

Key responsibilities of the TM include:

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

- Maintain familiarity with the maintenance and operation of all telescopes used for public stargazing, and work with technical support staff to keep them in good working order
- Provide overall supervision during regular visitor hours as needed
- Coordinate program schedules and coverage with other public program managers
- Conflict resolution as needs arise
- Regularly deliver stargazing experiences and engage in general interactions with guests as needed
- Other duties as assigned

The TM 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 closely 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
- Demonstrated experience with a variety of telescope and mount types, including set up, alignment, and target-finding. Experience in telescope repair will be considered a plus
- Prior experience in solar observing and/or astrophotography will be considered a plus
- 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
- 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. Climbing ladders to access elevated areas may be required. Frequently working outdoors, sometimes in extreme cold or heat.

<b>Status:</b>	Full Time, Regular
<b>Compensation:</b>	\$55,000 to \$70,000 per year DOE
<b>Compensation Type:</b>	Salary
<b>Benefit Eligible:</b>	Yes*
<b>FLSA Classification:</b>	Exempt
<b>Location:</b>	Flagstaff, AZ, Mars Hill Campus
<b>Start Date:</b>	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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