



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

### **PRESENTATION SPECIALIST**

Lowell Observatory seeks applications for the position of Presentation Specialist (PS). The PS is a member of Lowell's public outreach team and reports to the Presentations Manager.

### **GENERAL RESPONSIBILITIES**

The PS's principal responsibility is to deliver programs to groups of guests during regular visitor hours. Groups may range in size from a handful of guests to as many as a few hundred. The majority of presentations will involve the following:

- Live presentations in the historic facilities on the Mars Hill Campus;
- Daytime or evening live programs in the Lowell Universe Theater (LUT);
- Dusk and nighttime live programs at the rooftop Dark Sky Planetarium (DSP);
- Guided tours of the Observatory's campus;

The PS will maintain familiarity with the night sky, current astronomical events, and general principles of astronomy and planetary science. They will also be familiar with Lowell Observatory history, facilities, current research programs and current programmatic offerings. The PS should be able to deliver programs fluently, enthusiastically and in an engaging manner.

The PS will engage with the outreach department's Content staff and with Observatory scientific staff as needed, to maintain currency with current astronomical events, to continually expand their knowledge of astronomy and planetary science, in the interest of providing all guests with credible, accurate, and insightful information related to presentations and what is currently visible in the sky. The PS may occasionally be assigned to present at offsite events, either during or outside of regular visitor hours.

From time to time, the PS may also be called upon to carry out additional tasks to keep the visitor programs running smoothly. Such tasks may include, but are not limited to, logistical support in the Marley Foundation Astronomy Discovery Center, the campus facilities, crowd and traffic management on busy evenings, snow removal from critical guest areas, and other duties as assigned.

## QUALIFICATIONS

- Ability to speak effectively and comfortably to large groups is essential.
- Ability to engagingly present a pre-scripted program is required.
- Excellent interpersonal skills.
- Familiarity with the night sky and general astronomy is a requirement.
- Ability and interest in training and mentoring staff.
- Comfort with speaking with a diverse group of guests with a wide range of ages, backgrounds, and knowledge bases.
- Ability to occasionally work evenings and/or on weekends.

## EXPERIENCE AND EDUCATION

Bachelor's degree in astronomy or a related STEM field is preferred, including substantial college-level STEM course work, and/or prior experience as a fully trained Lowell Public Program Educator or demonstrable equivalent prior experience.

## 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. Occasional driving may be necessary. 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.

<b>Status:</b>	Full time (40 hours/week),
<b>Hours:</b>	40 hours per week
<b>Compensation Type:</b>	Hourly
<b>Compensation</b>	\$21 per hour
<b>Benefit Eligible:</b>	See Below*
<b>FLSA Classification:</b>	Hourly, Non-Exempt
<b>Location:</b>	Flagstaff, AZ, Lowell Observatory's Mars Hill Campus

### 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

**The deadline to apply is Tuesday, February 4th**

**\*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. 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 one of the mountains sacred to indigenous 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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