



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

### TELESCOPE SPECIALIST

**\*Full-time and part-time positions available\***

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

### RESPONSIBILITIES

The TS's principal responsibility is to operate the Observatory's public outreach telescopes, using them to conduct stargazing experience for guests during visitor hours. Telescopes include:

- The six instruments at the Giovale Open Deck Observatory, including eyepiece viewing through the telescopes and operation of digital camera imaging systems;
- The 24" Clark refractor;
- The 24" Dyer telescope;
- The 13" Pluto Astrograph;
- Portable Lunt solar telescopes with neutral density and H-alpha filters;
- Other portable telescopes as may be put into use or acquired from time to time.

The TS will maintain familiarity with the night sky, current astronomical events, and general principles of astronomy and planetary science. The TS will operate telescopes as assigned during open hours, primarily but not exclusively in the evening, and will be prepared to assist guests in viewing objects, provide explanations of what is being observed, and contribute to a positive visitor experience for all guests.

The TS will engage with the outreach department's Content staff and with Observatory scientific staff as needed, to maintain currency with current astronomical events and to continually expand their knowledge of astronomy and planetary science, in the interest of providing all guests with credible, accurate, and insightful information about objects being observed. The TS may occasionally be assigned to conduct stargazing experiences at offsite events, either during or outside of regular visitor hours.

From time to time, the TS 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 AND EXPECTATIONS

- Excellent interpersonal skills are a requirement.
- Ability to safely and responsibly operate equipment, some of which is historic and irreplaceable, is a requirement.
- Prior experience with telescopes is preferred.
- Comfort with speaking with a diverse group of guests with a wide range of ages, backgrounds, and knowledge bases.
- Familiarity with the night sky and general astronomy is preferred.
- Ability to regularly work evenings and/or on weekends.

## EXPERIENCE AND EDUCATION

A bachelor's degree is preferred, especially a degree in Astronomy, a related STEM field, or in education. Types of beneficial experience and skills include experience in education, public speaking, and public facing service industry work, as well as proficiency in multiple languages and in first aid.

## 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.

<b>Status:</b>	<b>Part time</b> (16-29 hours/week) or <b>Full Time</b> (40 hours/week)
<b>Hours:</b>	<b>Part time</b> – variable 16-29 hours per week. Weekly hours may increase during holiday weekends, school breaks, summer season and special events <b>Full time</b> – 40 hours per week
<b>Benefit Eligible:</b>	Yes*, see below
<b>FLSA Classification:</b>	Non-Exempt
<b>Compensation</b>	\$21 per hour
<b>Location:</b>	Flagstaff, Lowell Observatory's Mars Hill Campus

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

- Standard Application (<https://lowell.edu/about/career-opportunities/>)
- Resume
- Letter of interest addressing your qualifications
- Phone numbers and e-mail addresses of three professional references

**The deadline for application submission is Tuesday, February 18<sup>th</sup>**

\*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.

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 opportunities 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.

**VERSION January 2025**