



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

POSITION ANNOUNCEMENT **SEASONAL PRESENTATION HOST / GUIDE**

Lowell Observatory seeks applications for the position of Seasonal Presentation Host/Guide (PHG). The PHG is a member of Lowell's public outreach team and reports to the Presentations Manager.

GENERAL RESPONSIBILITIES

The PHG's primary responsibilities are to act as hosts in the Astronomy Discovery Center (ADC) exhibit galleries and the campus open houses and to provide guided tours of the historic facilities 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 the work will involve the following:

- Hosting in the exhibit galleries,
- Live presentations about and in the historic facilities on the Mars Hill Campus,
- Guided tours of the Observatory's campus.

The PGH 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 PGH will learn the history of Lowell to be able to present it to visitors in the galleries, open houses, informal lecture style presentations and walking tours. They be prepared to answer questions on these offerings to visitors.

In the exhibit galleries, the PGH's principal responsibilities include acting as a host, welcoming guests to these galleries, and interacting with them in a manner that enriches their experience. The PGH will learn the basic scientific principles that the exhibits in the ADC galleries are designed to communicate and will help communicate these principles to visitors. They will also include periodic resetting and tidying of the galleries, performance of basic troubleshooting on exhibits, and working with other staff as needed to ensure continued proper functioning of the exhibits.

From time to time, the PGH 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 ADC, the Giovale Open Deck Observatory, campus facilities, crowd and traffic management on busy days or evenings, 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.
- Comfort with speaking with a diverse group of guests with a wide range of ages, backgrounds, and knowledge bases.
- Ability to 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 demonstrable equivalent prior experience. 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.

Status:	Part time, Temporary (16-29 hours/week)
Term:	The term for this position is through September 2025 with the possibility of extension.
Hours:	Part time – variable 16-29 hours per week. Weekly hours may increase during holiday weekends, school breaks, summer season and special events
Benefit Eligible:	Part time benefits, see below*
FLSA Classification:	Non-Exempt
Compensation	\$20.90 per hour
Location:	Flagstaff, Lowell Observatory's Mars Hill Campus

To Apply: Please send the following documents to 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 May 12th, 2025.

***Benefits Overview:**

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 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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