



Job Title: Planetarium Assistant	Department: Planetarium
Classification: Page or Part-Time Assistant	FLSA Status: Non-Exempt
Reports to: Planetarium Supervisor	Supervises: None

Primary Duties

- Assist Planetarium Supervisor in the daily operations of the planetarium.
- Operate the planetarium star projector, computers, audio mixer, and other planetarium equipment during shows.
- Greet and answer questions from the public in a courteous and informed manner.
- Assist in the maintenance of planetarium equipment and the facility.
- Assist in organizing planetarium documents, both digital and analog.
- Assist in the planning, development, and production of planetarium shows and advertising materials.
- Help manage the planetarium’s online, social media presence.
- Work cooperatively and in professional harmony with staff members, administrators, and the community.
- Follow all library policies and procedures.
- Perform other duties and assignments as required.

Education, Experience, and Training

- Pages must be at least 16 years old. If under 18, must have or be able to obtain work permit as required. Part-Time Assistants must be at least 18 years old and have a state approved or accredited high school diploma, General Equivalency Diploma (GED), or High School Equivalency Diploma.

Knowledge, Skills, and Abilities

- Good communication and interpersonal skills
- Willingness to learn.
- Basic knowledge of Microsoft Office software.
- Basic knowledge of image editing and video production software, e.g. Adobe Photoshop and After Effects preferred.

Hours and Working Conditions:

- Regular work schedule is 4:00pm – 8:00pm Tuesdays and Thursdays and 8:45am – 5:00pm on Saturdays. May be scheduled to work additional hours as needed.
- Ability to lift and move items and materials up to 40 pounds in weight.