JOB POSTING

Job Title: Director, Strasenburgh Planetarium
Department: RMSC Strasenburgh Planetarium
Supervisor: RMSC President & CEO
FLSA Status: Exempt
Salary: $65,000-70,000 (relocation assistance may be considered)
Full-time/Part-time: Full-Time
Date Prepared/Revised: June 2023

SUMMARY
The Planetarium Director provides leadership, direction, and resource management for the RMSC Strasenburgh Planetarium while being responsible for, and participating in, day-to-day operations.

Work schedule may include flexible hours, weekends, weekdays, evenings, holidays and extended hours in order to meet the needs of the organization. Management retains the right to alter work schedules accordingly.

RMSC CORE VALUES
- Supports the RMSC Core Values of Community, Innovation, Excellence, Lifelong Learning and Integrity

ESSENTIAL DUTIES AND RESPONSIBILITIES
- Set long-term directions and goals, informed by changes in society, science, public interest, and planetarium technology
- Advocate for the Planetarium to the CEO, RMSC Board, donors, and the community
- Represent the Planetarium in the news media and in professional organizations such as planetarium society
- Maintain relationships with donors who have a particular interest in the Planetarium
- Create, direct the creation of, or select all programming presented by the Strasenburgh Planetarium. Includes detailed study of contracts with outside entities
- In collaboration with the Member and Visitor Services and Facilities departments, plan and effectively communicate the Planetarium's schedule of shows and other events
- Hire, train, schedule and support part-time show presenters
- Regularly present programs in the Star Theater in rotation with part-time presenters
In collaboration with the RMSC Finance department, plan the Planetarium's annual operating budget; approve and track spending and revenue; seek and develop new revenue sources and potentially profitable activities that align with RMSC's mission.

Manage the volunteer operation of the Planetarium's public telescopes.

Monitor the physical condition of the Planetarium building and furnishings; collaborate with the Director of Facilities to insure safety, quality of visitor experience, and wise use of space and other resources.

**SUPERVISORY RESPONSIBILITIES**

- Hire, train and support part-time Planetarium Show Presenters and/or other staff as needed and budgeted

**COMPETENCIES**

**Informational/Technical:**
- Operate the Planetarium's software (currently Evans & Sutherland Digistar 7) at advanced user level.
- Effectively use RMSC's chosen business and document management system, currently Google G Suite.
- Present engaging online programs using Zoom, Google Meet, or other technology that may come into general use.
- Do simple sound production (in Audacity, for example), simple image processing (Photoshop, GIMP, etc.) and simple video editing (phone software, Da Vinci Resolve, Adobe Premiere, etc.).
- Occasionally operate an astronomical telescope as needed for public viewing.
- Use small tools such as drills and screwdrivers for tasks such as installing or removing shelves or cable management hardware.
- Learn new technology as needed; in some cases, lead the institution into identifying and adopting new technology and equipment.

**Communication:**
- Communicate precisely and clearly in standard written and spoken English, while maintaining ability to work with a wide range of communications styles. Conversational understanding of ASL or Spanish is a plus.
- Read and understand technical manuals and simple contracts.

**Mathematical skills**
- Arithmetic as needed to manage and understand attendance and financial records using spreadsheets.
- Geometry and trigonometry as needed to discuss and plan space usage and the appearance of images on the Star Theater dome.
- Statistics and probability as needed to study trends in attendance and revenue, criticize analyses, and make actionable inferences.
- Ability to create and communicate budget documents and spreadsheets.

**Decision Making and Reasoning Ability:**
- Critically read reports, statistics, advertisements, business propositions, draft contracts, considering not only what is presented but what is not presented.
- Exercise outstanding judgment to make decisions with no precedent. (Can change...
policies and practices and formulate new ones).
- Find and call attention to errors in documents such as attendance and revenue reports, draft contracts, calendars, and event plans

Maintaining competence
- Stay abreast of significant developments in astronomy and related sciences, theater technology, methods and technologies for accessibility, information and archive management, science education and communication techniques, and other fields related to the job

QUALIFICATIONS
- Bachelors’ degree or higher in a natural science, engineering, mathematics, history, astronomy, or performing arts with a strong technological component, or other appropriate subject. Advanced degree preferred
- Five years’ experience in planetarium work, including responsibility for program creation, budget management, and supervision of staff or volunteers
- Demonstrated skill in collaborating with community groups, schools, volunteers, or other institutions to create programs and activities
- Demonstrated skill in communicating accurate science to a general audience
- Ability to anticipate and adapt to change; willingness to work with ambiguity
- In personal behavior, manner, and appearance, demonstrate respect for the audience, the job, the Planetarium’s role in the community, and the RMSC mission and vision.
- Ability to work respectfully with a wide range of people, from wealthy donors to academic researchers, business executives, and people from communities that have not traditionally been part of the world of planetariums or astronomy
- Devotion to rigorously accurate science, free from hidden agendas or conspiracy theories

PHYSICAL REQUIREMENTS
- Ability to inspect and judge the quality of the visitor experience in terms of the quality of images in the Star Theater, and quality of sound in the Star Theater and lobby
- Move between the brightly lit hallways and lobby and the nearly dark Star Theater as needed to assist visitors or handle emergencies

WORK ENVIRONMENT
- Most of the job is done indoors, with some work outdoors either to present a program or examine the condition of the building or equipment.
- The indoor environment is generally quiet, except for loud portions of shows in the Star Theater and occasional maintenance and installation work with tools such as hammers and drills. There may be occasional odors from paint, adhesives, or cleaning products.
- The operator’s console in the Star Theater, designed in 1968 and literally set in concrete, is not currently accessible via wheelchair.
• The Planetarium's telescope observing deck can be reached only by climbing 60 steps.

This job posting reflects management's assignment of essential functions and does not restrict management's right to assign or reassign duties and responsibilities to this job at any time.

RMSC is committed to creating a diverse environment and is proud to be an equal opportunity employer. This policy expressly prohibits discrimination based on sex, race, color, religion, creed, national origin, age, marital status, sexual orientation, disability, genetic predisposition, gender identity or expression, carrier status, domestic violence victim status, veteran status, or status as a member of any other protected group or activity.

Please submit your resume & cover letter to Sue MacDonald, Senior Director of Human Resources at smacdonald@rmsc.org

Deadline to apply: 07/31/2023. Due to the high volume of resumes we receive, no phone calls please.