

**GEORGIA MUSEUMS, INC.**

**JOB TITLE:** Astronomy Program Manager  
**EXEMPT (Y/N):** Y **JOB CODE:**  
**DEPARTMENT:** Tellus **SUPERVISOR:** Director of Education  
**DATE:** 6/25/21

**SUMMARY:** Develop, coordinate and implement engaging astronomy and science programs that relate to the Planetarium, Observatory and Science of Motion Gallery for school groups that comply with state standards, and enrichment programs for families, adults, the public, and outreach clients.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Develop and implement educational school and public programs for the Planetarium, Observatory and Science of Motion Gallery.

Evaluate and improve existing programs by researching feedback, anticipating needs and by keeping up with new state educational requirements.

Develop hands-on activities and take-home components for programs.

Create, develop and update curriculum packets as before/after educational activities related to museum programs.

Develop and implement family, adult and teacher programs related to astronomy, transportation technology and related subjects; including educational events such as daytime and evening stargazing, planetarium shows.

Research & select available planetarium shows and select those most appropriate for school and public shows.

Learn Planetarium software in order to develop and create original programs.

Produce a regular schedule of planetarium shows and provide data to marketing department, front desk and scheduling coordinator.

Be familiar with Planetarium and Observatory hardware in order to operate, maintain, and troubleshoot equipment, as well as training staff on equipment usage..

Develop access, safety and operational guidelines for Observatory.

Develop and implement assessments and evaluations for programs.

Employee Initial and Date \_\_\_\_\_  
Supervisor Initial and Date \_\_\_\_\_

To be able to interact and communicate with astronomy equipment manufacturers for all observatory equipment to help with maintenance and future upgrades.

To be able to interact and communicate with planetarium manufacturers to maintain and future upgrades of all planetarium equipment.

To be responsible for tracking attendance in the planetarium and the observatory.

Design and coordinate, and engage in outreach programs

Produce educational literature on astronomy, transportation technology and related subjects.

Provide program information as needed to scheduling coordinator.

Be familiar with all museum programs and conduct them as needed.

Establish and implement a plan to utilize volunteers within the department.

Be responsible for assisting the Director of Education with hiring, training, evaluating, and recommending salary treatment for employees within the department.

Submit necessary information for the preparation of annual department budget.

Ensure that employees understand the mission and goals of the museum, maintain building and collection security, maintain building cleanliness, handle and care for the collection appropriately, and project a warm and friendly attitude toward guests and fellow staff.

Be responsible for ensuring high standards of professionalism in all areas of responsibility.

Remain current on pertinent museum industry policies, laws, and accepted practices through involvement in industry trade groups and ongoing professional development.

Perform other tasks and projects as requested by supervisor.

**QUALIFICATION REQUIREMENTS:**

Four year college degree in astronomy, physics, Natural Science & education or related fields and two years museum experience preferred, or an equivalent combination of education and experience. Excellent written and verbal communication skills, teaching skills, management skills, customer service, and training skills are required. Knowledge of computers is also required.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Driver's License

Employee Initial and Date \_\_\_\_\_

Supervisor Initial and Date \_\_\_\_\_

**WORK ENVIRONMENT:** Museum and office environment, non-standard hours, generally within 8:00am to 6:00pm, Monday through Friday, extended hours and weekends required on a regular and/or rotating basis. Overnight travel out-of-state may be required occasionally. The noise level in the work environment is usually moderate to high. Must be able to lift up to 50 pounds. To be able to work in the low light environment of the observatory and planetarium.

Employee Initial and Date \_\_\_\_\_  
Supervisor Initial and Date \_\_\_\_\_