



## Lake Erie Nature & Science Center

### **Job Posting: Planetarium Program Specialist I, Part-time, Non-exempt**

**Position Summary:** Lake Erie Nature & Science Center, a nonprofit organization located in Bay Village, OH, seeks a Planetarium Program Specialist to present a variety of astronomy and physical science educational programs for people of all ages including preschoolers through adults.

The Planetarium Program Specialist fulfills job responsibilities by training with planetarium software and equipment to provide instruction and present public shows, working collaboratively with staff and volunteers, utilizing curriculum and teaching tools, using electronic and hardcopy shared office files. The Planetarium Program Specialist will maintain a flexible work schedule of 10 to 25 hours per week and must be available weekends and evenings.

#### **Responsibilities:**

The Planetarium Program Specialist is responsible for preparing and providing a variety of programmatic opportunities for children, scouts, students and families following Center standards and guidelines. They must complete the necessary training to fulfill program expectations. Regular attendance at staff meetings is strongly encouraged. This position requires the ability to work weekends.

**Qualifications:** Candidates must have excellent teaching skills including the ability to vary the approach for a variety of audiences. Candidates applying for the position should have one to three years of formal or informal teaching experience. A degree in astronomy and physical science is preferred. Excellent technology skills and proficiency in Microsoft Office is required. Familiarity with mission and programs, or nonprofit experience is preferred. Knowledge of astronomy and teaching experience is ideal.

**Organization:** Lake Erie Nature & Science Center is a nonprofit organization providing informal science education for children, families and people of all ages. The Center serves more than 165,000 people each year with a \$1.6 million operating budget. It is home to the only wildlife rehabilitation facility in Cuyahoga County, one of two public access planetariums in Cleveland and a beautiful park setting near Lake Erie. The Center offers a distinct blend of early childhood programs, seasonal family events, school field trips, scout programs, summer camps, wildlife rehabilitation and education services, and free admission to natural history exhibits. Lake Erie Nature & Science Center is funded by private donations, program fees and grants including Cuyahoga Arts & Culture through the residents of Cuyahoga County.

**Application:** Send cover letter and resume to [jobs@lensc.org](mailto:jobs@lensc.org) by March 15, 2019.

**Lake Erie Nature & Science Center is an equal opportunity employer.**