

Greenville County Schools

Position - Planetarium and Public Program Specialist

Location - Roper Mountain Science Center

Length of Service – Annual; 12 months; Admin/Supervisory Scale K (\$54,666-\$81,530)

Daily Schedule – 8:30am – 5:00pm: Includes some Saturdays, most Friday Nights, and after-hours events as needed

Major Responsibilities:

1. Plan, organize and manage Friday “Starry Nights” including staff and operations
2. Instruct daily, standards-based astronomy lessons for elementary and middle school students
3. Create new and innovative standards-based, hands-on astronomy lessons that engage students in the inquiry process.
4. Extend the impact of RMSC lessons and programs through pre-visits, post-visits, virtually, and through new and innovative techniques.
5. Recruit, train and supervise part-time instructors for daily lessons and public programs.
6. Care for and maintain Planetarium including but not limited to: Spitz 4K projector and system, sound system, Laser Fantasy system, Chromacove, software, computers, and exhibits.
7. Care for and maintain the Daniel Observatory.
8. Work with Finance Specialist in using ALTRU ticketing system and related visitor service needs.
9. Plan and organize high quality science programs for students and the public (summer science camps, Second Saturdays, Lasers shows, group programs, after school programs, workshops, outreach, special events, etc.).
10. Creatively improve and expand programs and facilities through grants, donations, acquisitions and community partnerships
11. Recruit, train and supervise a volunteer program and RMA (Roper Mountain Astronomers).
12. Manage a budget following Greenville County School’s financial procedures.
13. Other duties as assigned

Qualifications:

1. Proven astronomy experience in formal or informal science education. Minimum 5 years.
2. Proven experience managing staff in a science center or museum.
3. College degree in science; master’s degree preferred;
4. Proven experience working with collaborative teams to effectively develop, market and deliver high-quality science programs;
5. Strong organizational, writing and communication skills;
6. Strong commitment to student education, customer service and creative problem solving;
7. Experience in a fast-paced position that requires multi-tasking;
8. Strong experience using technology related to Space Sciences.

Please submit a cover letter and resume to Kelli Cox kycox@greenville.k12.sc.us

Roper Mountain Mission

To ignite the natural curiosity of all learners to explore and shape their world.

Roper Mountain Vision

To be a pinnacle of innovative learning, an engine for community engagement and a national leader in science education.