

**Flint Cultural Center Corporation**  
601 E. Second St  
Flint MI 48503

**Job Posting – July 21, 2021**

**Job Title:** Planetarium Manager  
**Location:** Longway Planetarium  
**Reports To:** Executive Director of Sloan/Longway  
**FLSA Status:** Exempt – Full-Time  
**Pay Rate:** 42k-62k (based on experience)

**GENERAL DESCRIPTION**

This position is responsible for the day-to-day operations of the Longway Planetarium. This includes, but is not limited to creating, scheduling, and presenting planetarium programs for the general public, including the K-12 community. This position also acts as an astronomy resource for Flint and the surrounding communities.

**RESPONSIBILITIES**

**Job Description and Qualifications:**

- Present live and pre-recorded programs and train staff in presenting these programs in the Planetarium Theater
- Work with 3D Animator/Visual FX Specialist to produce new planetarium programs and adapt purchased programs to fit Longway Theater. This includes automation programming, visuals, audio, etc.
- Program Digistar 6/7 system for program presentation
- Write planetarium monthly SkyGuide and assist in the writing of other planetarium publications, including news releases, flyers and specialty publications
- Prepare monthly department reports for Executive Director and Board of Directors
- Maintain and periodically update planetarium equipment and systems
- Hire, train and manage planetarium full and part time staff
- Prepare, oversee and track budget for Planetarium department
- Order equipment, track invoices and maintain financial records for Planetarium department
- Develop and present classroom workshops and classes as they relate to the aerospace/astronomy sciences to schools, organizations and the general public. Assist and present planetarium science outreach programs.
- Make recommendations for future planetarium programs and projects

**QUALIFICATIONS/SKILLS REQUIRED**

- Proficient in public speaking, including radio and television
- Able to manage and train staff and presenters
- Must possess working and practical knowledge of telescopes and their associated equipment
- Able to self-motivate with a willingness to learn new software programs required for planetarium programs as well as non-standard computer programs (i.e. graphics, modeling, video/audio editing or animation software)
- Able to interact with staff and public in a tactful and courteous way
- Must be willing to work flexible hours outside of normal office hours
- Working knowledge of Microsoft Office computer suite
- Able to follow written and verbal instructions and work independently
- Must be able to set-up and use a Portable Dome Theater that involves lifting 60+ pounds; must be able to lift at least 25 pounds while climbing a ladder

**EDUCATION AND/OR EXPERIENCE**

- B.A. degree in physical science and/or strong background with an education minor; five years' experience in lieu of B.A. degree in science
- Strong background in elementary astronomy including visual astronomy
- Two years' experience working in a planetarium or science museum

**To Apply:** Please send resume, including references and salary history to: [hr@fcccorp.org](mailto:hr@fcccorp.org)

**The Flint Cultural Center Corporation is an Equal Opportunity Employer**