Duties & Responsibilities:

- **Observatory related**
  - Coordinate public and school program development (regularly scheduled programs and special programs) and exhibit design and construction, including recommending relative priorities of projects, recommending staff assignments for projects, and monitoring progress on projects.
  - Perform daytime and evening programs at the Observatory
  - Coordinate the design and preparation of public and school brochures as well as other methods of advertising Observatory programs.
  - Coordinate the volunteer program of the Observatory.
  - Coordinate maintenance of the facility and equipment.

- **Fairmount Center related**
  - Serve as assistant director of the Kansas Science Olympiad
  - Give Fairmount Center classroom presentations on various topics in science as assigned by the director.
  - Participate in other Fairmount Center for Science and Mathematics Education activities as needed including Kansas Junior Academy of Science, and the JASON Project.
  - Assist in the design and preparation of classroom materials as needed.

- **Other duties as assigned**

Required qualifications:

- An undergraduate degree is required with some course work in astronomy and physics. A degree in science, education, or a related field is desirable.
- Observational experience in astronomy and familiarity with the present state of astronomical knowledge.
- Demonstrated competence communicating complex ideas to the general public.
- Knowledgeable about and willing to work in a science museum which emphasizes participatory learning.
- Demonstrated strong organizational skills
- Proven ability to handle multiple tasks at once, often under time constraints
- Demonstrated strong oral and written communication skills
- A demonstrated commitment to diversity.
- Successful experience with diverse populations
- Effective interpersonal skills
- Proficient in word processing, spreadsheet, and presentation software

Preferred Qualifications:

- Experience relating science to K-12 students.
- Experience developing educational materials
- Carpentry, mechanical or electronics experience.
- Familiarity with web page development including Front Page