



STEM Educator

Department: 1130

FLSA Status: Non-Exempt

Amount of Travel Required: Occasional

Schedule: Based on operations; Includes weekends & evenings

Job Status: Full Time

Reports To: Director of Education

Job Type: Regular

Positions Supervised: Volunteers

POSITION SUMMARY

The STEM Educator is passionate about sharing their STEM knowledge with audiences of all ages. Staying up-to-date on current events in astronomy and science news, the STEM Educator will work with the Education Team to develop and deliver engaging educational programs, events and presentations for the Caperton Planetarium & Theater and the Avampato Discovery Museum. They will coordinate all software and technical-related aspects of the planetarium systems with the Clay Center's Technical Coordinator and third-party contractors to ensure optimum operating conditions for the theater and its systems. This position will report directly to the Director of Education.

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

1. STEM Programs
 - a. Design and present innovative live science presentations and hands-on workshops for school aged students.
 - b. Build relationships with partner organizations to collaborate on STEM-related programs that deliver educational experiences for college-level and adult audiences.
 - c. Create and present unique learning experiences geared toward middle/high school students using curriculum modules in the planetarium software system. Work with Clay Center Education Team as well as classroom teachers to develop programming that will enhance school curriculum.
 - d. Think creatively to produce and present highly marketable school break camps and programs. Train or mentor appropriate staff, when necessary.
 - e. Collaborate with Education Specialist and classroom teachers to produce and present impactful virtual field trip experiences for schools around the state and region.
 - f. Establish and maintain a presentation cart system supplied with physical materials for use in live science demonstrations in the Caperton Planetarium and Theater.

- g. Contribute imaginative ideas for the design of interactive and educational new and upgraded exhibits for permanent and limited-engagement exhibit areas.
 - h. Support all programs offered by the Education Team throughout the Center as needed.
2. Astronomy Programs & Events
- a. Present engaging live programs for audiences of all ages as well as for school field trips with emphasis on astronomy and exploration of the night sky.
 - b. Eagerly track current astronomy news and discoveries. Incorporate current astronomy or space exploration events into daily live shows highlighting new discoveries, events and scientific topics in a creative and easy-to-communicate style striking a balance between public understanding and scientific depth and accuracy.
 - c. Stay up to date with NASA and space missions taking off around the globe, and present/develop shows for the general public on progress and impact of these missions. Collaborate with universities, community groups, science organizations and other planetariums on the development of such content.
 - d. Create memorable birthday and/or anniversary events using planetarium software and projection system to create custom experiences. Coordinate the booking and staffing for these events with appropriate Clay Center teams.
3. Planetarium and Museum Operation
- a. Coordinate program content and show times with Box Office, Marketing and Education Teams.
 - b. Coordinate with Box Office and Education Team to ensure adequate staffing and resources are available for optimum daily operation of the theater.
 - c. Participate in recruiting and training enthusiastic part-time staff and volunteers to fill the roles of presenters, operators, and ushers.
 - d. Ensure the planetarium/film systems are consistently operated according to best practices and follow manufacturers and technical staff instructions. Thoroughly train designated staff on processes for turning systems on/off, running shows, troubleshooting issues and logging information.
 - e. Coordinate the receiving and installation of new film and presentation content. Adequately test the content for optimum projection. De-install shows at the end of each contract.

SKILLS & ABILITIES

Education: Bachelor's Degree (4-year college or technical school) in science, preferably in physics and/or astronomy, and/or equivalent experience in science and astronomy education.

Experience: Three to seven years planetarium or classroom/teaching experience preferred.

Computer Skills: Excellent general computer and A/V skills; must be quick to understand use of computer software. Minimal computer coding skills preferred.

Necessary Requirements: Excellent and entertaining presentation skills; Ability to work in a team-based environment; Understanding of complex mechanical equipment and computerized

systems; Ability to manage project budgets; Excellent written and oral communication skills; Strong interpersonal skills; Supervisory skills; High level of organization.

POSITION QUALIFICATIONS

Competency Statement(s)

- Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Decision Making - Ability to make critical decisions while following company procedures.
- Delegating Responsibility - Ability to allocate authority and/or task responsibility to appropriate people.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Management Skills - Ability to organize and direct oneself and effectively supervise others.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Presentation Skills - Ability to effectively present information publicly.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Safety Awareness - Ability to identify and correct conditions that affect employee and visitor safety.
- Self-Confident - The trait of being comfortable in making decisions for oneself.
- Tactful - Ability to show consideration for and maintain good relations with others.
- Team Builder - Ability to convince a group of people to work toward a goal.

PHYSICAL DEMANDS

- N (Not Applicable) Activity is not applicable to this position.
 O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
 F (Frequently) Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
 C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands		Lift/Carry	
Stand	F	10 lbs or less	F

Walk	F	11-20 lbs	F
Sit	O	21-50 lbs	O
Manually Manipulate	O	51-100 lbs	N
Grasp	F	Over 100 lbs	N
Reach Outward	F		
Reach Above Shoulder	F		
Speak	F	Push/Pull	
Climb	O	12 lbs or less	F
Crawl	O	13-25 lbs	O
Squat or Kneel	F	26-40 lbs	N
Bend	F	41-100 lbs	N

WORK ENVIRONMENT

Indoors-Climate Controlled

Prepared by: _____ Date: _____

Approval Signature: _____ Date: _____

Employee Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.