



1400 W Mars Hill Rd, Flagstaff, AZ 86001-4499 | USA
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POSITION ANNOUNCEMENT

Night Operations Manager for the Lowell Discovery Telescope

Lowell Observatory invites applications for the position of Night Operations Manager for the Lowell Discovery Telescope (LDT NOM). The 4.3-m Lowell Discovery Telescope is located in Happy Jack, AZ and operates approximately 350 nights per year. The NOM leads the night operations team, enabling ground-breaking science. The LDT NOM reports to Lowell's Observatory Operations Manager. As a member of the Technology Group, the NOM also works closely with the LDT Scientist, the LDT Support Astronomer, and the instrument and daytime engineering teams.

RESPONSIBILITIES

- Lead and manage a team of four Telescope Operators (TOs) and 1-4 Safety Technicians (25%)
- Operate the Lowell Discovery Telescope and train new TOs (25%)
- Participate in the research environment of the Observatory by conducting personal research, participating in educational programs, or by supporting the instrument, software, optical, mechanical, or electrical subsystems (20%)
- Coordinate with the LDT scheduler to ensure sufficient staffing for science programs
- Work with the instrument and engineering teams to plan night engineering tasks
- Plan and lead regular meetings of LDT night and day crews
- Work with the technology team to document and improve procedures
- Ensure that safety procedures are followed
- Communicate clearly
- Other tasks as assigned by management

QUALIFICATIONS

- Minimum of a BS degree in astronomy, planetary science, physics, computer science, engineering, or a closed related field
- Substantial experience (2-5 years) with professional, research-grade astronomical observations and telescope operations (>1m preferred) and general astronomical knowledge
- Direct management experience in a science or technical field, including leading teams and training personnel in complex procedures
- Strong professional/technical oral and written communication skills
- Experience with troubleshooting technically complex systems will be considered a plus

- Attention to detail
- Ability to prioritize tasks and make priorities clearly understood

WORKING CONDITIONS

The LDT NOM will work predominantly at the Lowell Discovery Telescope, located roughly 40 miles southeast of Flagstaff, AZ at an altitude of approximately 7800 feet elevation. Environmental conditions can be unpredictable with temperature ranges varying between –20 and +90° F. Inclement winter weather conditions can also be expected which will require travel to/from the telescope in occasionally snowy, icy, and/or rainy conditions; willingness and ability to drive safely in inclement conditions are required.

This position requires a moderate degree of standing, walking, bending, handling, reaching, grasping, driving, and repetitive motions. Night operations typically require long periods of sitting at a computer station during observing periods. Requires the ability to lift and manipulate heavy objects (20lbs or more).

The LDT NOM will work night shifts, with the number depending on schedules and the need to train new TOs. Weekend shifts may be required. The LDT NOM is one member of an on-call team that supports the nightly operations of the telescope.

Status:	Full-time, Regular
FLSA Classification:	Salary, Exempt
Benefit Eligible:	Yes*
Compensation:	Commensurate with experience
Location:	Lowell Discovery Telescope in Happy Jack, AZ

*Benefits Overview: In addition to 11 scheduled paid holidays, Lowell Observatory offers a Flexible Paid Time Off policy for all full-time, benefit eligible employees which allows you to determine how much time you need to rest and enjoy yourself outside of work. The cost of premiums for medical, life & long term disability insurances for benefit eligible employees is 100% paid by the company, and includes a contribution to either an H.S.A or HRA account for first dollar medical expenses. Up to a 5% match on retirement contributions after 6 months of employment and funds in lifestyle spending account provided by the observatory.

To Apply:

Please send the following documents to humanresources@lowell.edu

- Lowell Standard Application (www.lowell.edu/careers)
- Letter of interest addressing your qualifications
- Resume
- Phone numbers and e-mail addresses of three professional references

Applications received by September 12th, 2021 will receive full consideration. Position open until filled.

Inquiries may be sent to Dr. Amanda Bosh, Observatory Operations Manager (amanda@lowell.edu).

Employment is subject to passing a background check

Lowell Observatory is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. Lowell Observatory has always been, and always will be, committed to diversity and inclusion. We seek individuals from all backgrounds to join our teams, and we encourage our employees to bring their authentic, original, and best selves to work.

Lowell Observatory sits at the base of mountains sacred to tribes throughout the region. We honor their past, present, and future generations, who have lived here for millennia and will forever call this place home.

Lowell Observatory is committed to providing access, and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. Our non-smoking campus is at an elevation of 7,200ft/2200m, and the LDT is 40 miles south of Flagstaff at an elevation of 7,800 ft/2370m. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources office for assistance.

VERSION August 2021/HR