



125 YEARS | 1894 - 2019

1400 West Mars Hill Rd | Flagstaff, Arizona 86001-4499 | USA

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## POSITION ANNOUNCEMENT

### **PUBLIC PROGRAM EDUCATOR**

Lowell Observatory's Public Program department welcomes over 100,000 visitors per year. We seek several extraordinary communicators to join our ranks as a Public Program Educator. Our visitors expect exceptional educational programming, historic tours and telescope viewing experiences. Public Program Educators fill that role by communicating our history and our science to audiences of all ages and backgrounds. Educators report to Public Program Supervisors and ultimately to the Deputy Director for Education.

Named an "Arizona Top Company to Work For" Lowell Observatory (LO) is an independent, non-profit research institution founded in 1894 by Boston mathematician Percival Lowell. We are located atop a mesa overlooking downtown Flagstaff, Arizona, where we are steadily growing and carrying out our dual mission of astronomical research and communication of our discoveries to the public. We strive to be a fun, collegial, dynamic place where we inspire incredible people to do remarkable work.

### RESPONSIBILITIES

- Enthusiastically engage and interact with visitors from around the world
- Encourage visitors to become Lowell Observatory members; understand the benefits of membership
- Answer questions about astronomy, the Observatory and other areas of interest in Northern Arizona
- Stay current with astronomy-related news and events
- Lead tours throughout the Lowell Observatory campus; conveying information on the history and the future direction of our mission
- Deliver public lectures and science demonstrations
- Participate in Lowell Observatory's livestreams and digital offerings
- Operate and engage visitors with a variety of public telescopes including the new state-of-the-art Giove Open Deck Observatory and 24" Brian Dyer Memorial Telescope.
- Provide security and maintenance in the exhibit hall, and museum spaces
- Lead outdoor stargazing programs, safely use a laser pointer
- Lead special preK-12 programs in classroom type settings and informal settings
- Check email, website, internal calendar, Deputy, and other relevant resources daily in order to have complete understanding of public program-related activities going on at Lowell Observatory
- Attend bimonthly public program staff meetings
- Other duties as assigned which may include: leading tours of other Lowell facilities and assisting with design and delivery of new programs and cleaning and sanitizing public facilities

## QUALIFICATIONS AND EXPECTATIONS

- Excellent public speaking and interpersonal skills
- Must be outgoing, personable, energetic, and enthusiastic
- Weekend and evening hours required
- Ability to effectively manage large groups of diverse people
- Must be punctual, articulate, and present a professional image to the general public
- Applicants must pass a background check

## EXPERIENCE AND EDUCATION

Degree or current program of study in astronomy or other scientific discipline is preferred. Public speaking experience in formal or informal settings preferred.

## WORKING CONDITIONS

This position requires long periods of standing, walking, bending, stretching, reaching, climbing, and lifting (under 40 lbs). Moving throughout the campus, on sometimes uneven terrain, sometimes in low light. A portion of this position is spent outside, you should expect working outside in summer heat and winter temperatures that frequently drop below freezing.

Interaction with the public is required, but COVID procedures are in place. At this time, admission to the observatory is severely limited. Group sizes are limited to 10 individuals and time indoors is minimized to the extent possible. Masks are required for both guests and staff members and physical distancing is enforced. Equipment and surfaces are sanitized regularly.

## TRAINING/PROBATIONARY PERIOD

Training is extensive and generally takes 3-6 months. This position has a probationary period of 6 months, LO reserves the right to extend the probationary period at its sole discretion. At the end of the probationary period, if we have confirmed that you are able to meet all job requirements, you will be reclassified as a regular employee.

<b>Status:</b>	Part Time Hourly. Temporary through probationary period.
<b>Hours:</b>	Part-time, flexible. Hours can increase to as many as 40 hours per week during holidays & summer months. Applicants must be regularly available weekends and evenings.
<b>Compensation:</b>	\$15.50/hr with a \$1/hr increase upon completion of training.
<b>Benefit Eligible:</b>	Limited Part Time Benefits*
<b>FLSA Classification:</b>	Non-Exempt

**To Apply:** Please send the following documents to [humanresources@lowell.edu](mailto:humanresources@lowell.edu)

- Standard Application (<http://lowell.edu/about/employment>)
- Resume
- Letter of interest addressing your qualifications
- Phone numbers and e-mail addresses of three references

**Deadline for applications is Sunday October 17<sup>th</sup> at Midnight.**

\*Part Time employees will receive sick time accrual according to AZ state law. After 6 months of employment, part time employees are eligible to participate in a 5% match if they contribute 5% or more to their retirement plan, as well as 2 paid personal days per year.

### **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.

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