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POSITION ANNOUNCEMENT

PUBLIC PROGRAM EDUCATOR

Lowell Observatory's Public Program department welcomes over 100,000 visitors per year. We are seeking 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.

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.

The list of qualifications/experience/education is a wish list not a checklist. We encourage anyone with an interest and a passion for astronomy, science, teaching, or history to apply even if they do not meet all of items on the list. Our training program is all encompassing to ensure your success in this position.

RESPONSIBILITIES

- Enthusiastically engage and interact with visitors from around the world
- Understand the benefits of membership at Lowell Observatory, and make guests aware of the membership program
- 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 Giovale 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
- Maintain working knowledge of Lowell's safety protocols and emergency procedures
- Check email, website, internal calendars, Deputy, and other relevant resources daily 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/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
- This position does not offer opportunity for advancement. Growth within the company would involve moving to a new position and would be subject to availability.

EXPERIENCE AND EDUCATION

Degree or current program of study in astronomy, other scientific discipline, performing arts, teaching, or history is preferred but not required. Public speaking experience in formal or informal settings preferred. Astronomy knowledge is a plus, but not required.

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 large portion of this position is spent outside, you should expect working outside in summer heat and winter temperatures that frequently drop below freezing.

This position requires working with potentially hazardous materials and equipment (e.g. liquid nitrogen, methanol, Van der Graff generator).

TRAINING/PROBATIONARY PERIOD

Training is a 3+ month process that is in steps. As you complete each step you will begin to take on shifts in the areas you have completed training. This position has a probationary period through the training process. At the end of the training/probationary period, if we have confirmed that you are able to meet all job requirements, you will be reclassified as a regular employee.

Status:	Part Time Hourly. Temporary through training/probationary period.
Hours:	Part-time, flexible. Hours can increase to as many as 40 hours per week during holidays & summer months.
Compensation:	\$17.50/hour with a \$1/hour increase upon completion of training.
Benefit Eligible:	Limited Part Time Benefits*
FLSA Classification:	Non-Exempt

To Apply: Please send the following documents to jobs@lowell.edu

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

Applications received by October 9th will receive priority attention. Position open until filled.

*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. Additionally, after 6 months, funds in a lifestyle spending account will be available to the employee.

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 September 2022/HR

Accepted/Date _____ / _____