

Job Title: Planetarium Manager
FLSA Status: Full Time, exempt

SUMMARY: The Grand Rapids Public Museum (GRPM) is a place of never-ending learning and discovery, with programs and exhibits focusing on history, science and culture. The Museum is open daily to visitors, and hosts after-hours public events and programs, as well as private events. The GRPM creates positive visitor experiences through engaging exhibits and programs, and a safe, clean, welcoming space. The employee culture is one of teamwork, excitement and learning.

The role of the Planetarium Manager is to ensure the Roger B. Chaffee Planetarium and the Meijer Theater offer quality, relevant, and informative experiences to Museum visitors while creating new and exciting learning opportunities related to Astronomical Sciences through internal and external partnerships.

RESPONSIBILITIES AND DUTIES

- Ensure the planetarium and theater operate within budget and deliver a high level of customer satisfaction
- Ensure the planetarium and theater are appropriately staffed and offer new, relevant, and meaningful programming
- Monitor and maintain planetarium and theater equipment to provide exceptional visitor experiences
- Train new staff in all planetarium and theater operations
- Assist and lead planetarium show production and content development
- Align planetarium and theater operations with GRPM strategic initiatives
- Collaborate with internal and external teams, including the GRAAA, to promote astronomical science in West Michigan
- Present planetarium shows and operate AV equipment throughout the Museum as needed
- Other duties as assigned

REQUIRED QUALIFICATIONS AND EDUCATION:

- Bachelor's degree in a related field (science, education, communication, astronomy, meteorology etc.) or equivalent experience and knowledge in astronomy topics
- Dynamic, responsive, agile project management experience
- Proficiency with Google and Microsoft suites of software (spreadsheets, word processing, email, etc.)
- Experience managing personnel
- Experience working collaboratively with multiple community organizations

PREFERRED QUALIFICATIONS AND EDUCATION:

- Experience with scripting languages or software development
- Experience using the Adobe Creative Suite
- Familiarity with Digistar or other planetarium software
- Experience working in or with a planetarium or observatory

WORK ENVIRONMENT: Professional, creative setting with friendly public interaction