

POSITION AVAILABLE

Title: Digital Theaters Coordinator

Salary Range: \$48,372 - \$51,720

Duties and Responsibilities:

The Digital Theater Coordinator will design and implement a coherent, mission-driven year-round program that incorporates both school workshops and presentations for the general public in both the Planetarium and the Science on a Sphere (SOS) theaters. As part of the Lawrence Hall of Science's Public Science Center (PSC) the Planetarium and Science on a Sphere facilities are used to present educational activities and programs for visitors in the astronomy and earth science content domains, as well as special events and programs that complement exhibit and educational offerings. The Digital Theater Coordinator will work with the PSC floor program team to develop visitor programming that integrates into the overall public program.

As the manager of the daily operations of the Planetarium and Science on a Sphere programs, the Digital Theater Coordinator will create, direct, and manage annual program plan and budget in collaboration with supervisor; evaluate and ensure quality control of all programs through system of regular peer review and customer feedback; proactively communicate activities of the Planetarium and Science on a Sphere to internal and external audiences; supervision, selection, training, and evaluation of student and volunteer presenters for both the Planetarium and the Science on a Sphere; as one of the Public Science Center leaders, actively contribute to the long- and short-range planning, and create an ongoing presence for the Planetarium and the Science on a Sphere in that plan; deliver planetarium and SOS programs as needed; represent LHS at conferences, and as needed with other stakeholders. The Digital Theater Coordinator will develop new programs for both theaters and update program content as funded, maintain currency in content and technology developments in the Planetarium and Science on a Sphere domains.

The Digital Theater Coordinator will also work with supervisor to develop fiscal resources for both theater spaces by: contributing content expertise and/or writing and research support to grants and fundraising documents; setting and monitoring progress on annual revenue goals for ticketed public programs and school workshops; represent LHS in donor relations and with prospective funding agencies in collaboration with LHS Resource Development Center; provide leadership to and/or manage grant-funded projects as per agency specifications; write planetarium/SOS content for and monitor accuracy of communications tools, e.g. webpages, course catalogs, and flyers.

Qualifications:

- Bachelor's Degree in Astronomy, Earth Science, or Related Field require, Master's or equivalent preferred
- Substantial experience in science visualization and digital content development

- 5-10 years experience specifically in planetarium program development
- At least 5 years experience operating, maintaining, and troubleshooting a digital projection system
- At least 5 years experience teaching in classrooms or informal settings
- Demonstrated ability to write presentation scripts, interactive learning activities, and grants and other fundraising documents
- Proven ability to work with people of different backgrounds
- Commitment to education and children.
- Ability to work a flexible schedule including some nights, weekends, and holidays
- Clear a background check for working with children

Approximate Starting Date: 11/05/2010

Total Duration of Appointment: One year, renewable upon satisfactory performance and availability of funds.

Application Deadline: 8/16/2010

Apply To:

Gretchen Walker

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