



**Job Title:** Digital Dome Specialist

**Reports To:** Senior Director of Exhibits

**Classification:** Part-time, hourly, non-exempt

**Schedule:** Up to 20 hours per week. Work schedule includes days, nights, weekends, and holidays.

**Compensation:** \$10-\$15 per hour

**Background:** Kaleideum is an experiential learning museum. Our mission is to spark wonder, curiosity, and a love for lifelong learning within our children and community through exciting interactive play and discovery. We aim to kindle the imagination and fuel the intellectual curiosity of our visitors by crafting exhibits and programs that blend STEM (science, technology, engineering, and math), literacy, and the arts. In all our endeavors, we strive to be strong allies with our families, schools, and community members. Our team is comprised of individuals with diverse strengths, experiences, and backgrounds who share a common belief—that every person deserves the chance to achieve their highest potential. At Kaleideum, fostering a culture of belonging is a shared responsibility among all. We invite dedicated individuals to join us in creating a world where learning and fun collide.

**Position Overview:** The Digital Dome Specialist delivers astronomy and STEM programming in the Digital Dome/Planetarium including but not limited to guided star tours, interactive programming about astronomy, human anatomy, geology, meteorology, and other STEM topics. The successful applicant is a science enthusiast who is excited to educate our visitors and create experiences that are interactive and scientifically accurate.

**Essential Duties and Responsibilities:**

- Presents planned full-dome Digital Dome shows, lectures, and programs for schools, community groups, and the public.
- Prepares and performs laser light shows daytime and evening programming.
- Assists in the daily operation of the Digital Dome including regularly scheduled maintenance and troubleshooting of equipment failures.
- Assists in planning, preparation, and execution of astronomy and STEM engagement activities inside of the dome and in the exhibit spaces as needed.
- Monitor the orderly operation of the Museum including ensuring that Museum rules, safety standards, and sanitation requirements are followed.

- Provide exceptional guest service – greet, direct, and actively assist visitors, resolve customer concerns following Museum policies and procedures.
- During any emergency situations, respond to and facilitate procedures in a calm and comforting manner.
- Understand and stay current with exhibit, guest engagement, and program initiatives.
- Continually strive to learn, meet, and exceed best practices for accessibility and inclusion to provide experiences that account for a diverse range of abilities.
- Attend all trainings and staff meetings.
- Keep management informed of all schedule changes at least 2 weeks in advance and adhere to staff policies.
- Other related duties as assigned.

### **Knowledge, Skills, Abilities:**

- Commitment to and passion for the mission, vision, and values of Kaleideum.
- A personal commitment to fostering a culture of belonging in a diverse organization.
- Ability to communicate with Museum visitors, teachers, parents/caregivers, program donors, and community members in a courteous and professional manner.
- Passion for educating the public and actively promoting Museum programs to a variety of audiences.
- Comfortable using various audio and visual equipment such as projectors, microphones, sound and lighting controls, cameras, etc.
- Team player with the ability to function in a dynamic, ever-changing environment.
- Attention to detail and the ability to work independently.
- Ability to create a safe environment for audience and staff.
- Understanding of STEM concepts and the ability to execute table-top and large-scale science presentations when needed.

### **Qualifications:**

- Interest in working in an educational setting with children and their families.
- Exceptional communication, writing, public speaking, and interpersonal skills.
- Broad knowledge of astronomy, physical and natural sciences, technology, engineering and mathematics required.
- Ability to perform basic troubleshooting on audio/visual equipment required.
- College degree or some college course work in appropriate field such as education, museum studies, STEM fields, etc. preferred. High school degree/GED required. Will accept a combination of education and experience if it is closely related to job skills needed for the position.
- Ability to speak Spanish preferable, but not required.
- Training or experience working at a planetarium, informal or formal education preferred.
- Knowledge of computer software and programming preferred.
- Previous experience in a museum or non-profit environment a plus.

**Essential Physical Functions:**

*Kaleideum is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all positions in a manager that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.*

All applicants must submit to a drug test and criminal background check as part of the pre-employment process for Kaleideum.

To apply, please submit a museum application and resume to Caitlyn Zarzar, Senior Director of Exhibits, at [czarzar@kaleideum.org](mailto:czarzar@kaleideum.org).