



Merrillville Community School Corporation

6701 Delaware Street, Merrillville, IN 46410-3586 Phone: 219.650.5300 Fax: 219.650.5320

Merrillville Web Site - www.mvsc.k12.in.us

Employment opportunities may be found on the District web site!

CORRECTED POSTING Classified February 3, 2017

JOB DESCRIPTION

POSITION: Show Presenter Planetarium
Pierce Middle School

SCHEDULE: Regular School Day on an as needed basis

COMPENSATION: \$11.50 per hour

DATE OF VACANCY: Immediately

APPLICATION: A dated application or letter submitted on-line at:
www.generalasp.com/merrillville/onlineapp

Send resume and cover letter to:
Mr. Gregg Williams, Planetarium Director
Pierce Middle School, 199 East 70th Street, Merrillville, IN 46410
Or g.williams@mcpstars.org

FILING DEADLINE: Until Filled

QUALIFICATIONS:

- Public Speaking, classroom experience, and/or experience working with youth
- Interest in astronomy
- Education or experience in astronomy, such as college course work, owning an amateur telescope, reading, etc.
- Knowledge of or willingness to learn basic seasonal constellations
- Sufficient knowledge to answer astronomy questions form a school group
- Experience with audio/visual equipment such as slide projectors, audio equipment, etc.
- Experience with computer and application software (word processing and database)

RESPONSIBILITIES:

- Prepare the Theater, Waiting Area, Gift Shop, DigitalSky and show materials before each program.
- Introduce, present and follow-up a planetarium program as prepared by the Planetarium Director.
- Take attendance, collect payment and the permit for use of Planetarium from group leaders and send to appropriate person.
- Operate Gift Shop and be responsible for clearing the cash register and depositing receipts for groups who use the gift shop.
- Return the Theater, Waiting Area, Gift Shop, DigitalSky and show materials to the conditions needed for the next program scheduled.
- Clerical work such as answering phone calls, voice mails and emails; assist with group reservations, mailing list maintenance, etc.
- Work on bulletin boards and displays, help with promotional materials.
- Assist Planetarium Director in planning and preparing programs.

- Complete the requirements required by the school system in order to be able to substitute for the Planetarium Director if needed.
- Other work as assigned by the Planetarium Director