

PUBLIC JOB POSTING

POSITION IS OPEN UNTIL FILLED

To be considered for this position, applicants must submit a cover letter and resume.

POSTING DATE: November 4th, 2022

JOB TITLE: Director of the Planetarium, Grade 30

LOCATION: Headquarters Library

DATE AVAILABLE: January 1st, 2023

ANNUAL SALARY: \$58,127 per year plus generous benefits package

HOURS: 40 hours per week – Exempt position

EDUCATION/EXPERIENCE: Bachelor of Science in related field; Master's degree in related field preferred. **Pre-employment testing is required.**

ESSENTIAL FUNCTIONS:

- Oversees the operation of the planetarium including exhibits, presentation formats, schedules and hours of service.
- Stays informed of patron and community needs relating to planetarium programs and presents programs based on these needs.
- Provides direct supervision of all planetarium staff.
- Stays up to date on current planetarium practices and technology.
- Works with vendors and community partners to coordinate programming relating to STEM.
- Assists the County Librarian with relevant projects.
- Assists with overseeing the maintenance of the planetarium facility and equipment.
- Researches and prepares preliminary budget recommendations related to planetarium operations as well as assists in grant writing.
- Purchases new equipment, tools and shows based on approved budgets; coordinates and oversees maintenance contracts and other related technical requirements of the facility.
- Ensures compliance with safety and security policies and procedures.
- Performs other duties as assigned.

KNOWLEDGE & SKILLS:

- Bachelor of Science in related field; Master's degree in related field preferred.
- A strong working knowledge of program planning based on community needs.
- High degree of technical ability and interest in maintaining and troubleshooting complex equipment.
- Some grant writing experience.
- Forward-thinking with the drive to set and accomplish long-term goals.
- Excellent written and verbal communication skills.
- Excellent time management and organizational skills as well as the ability to paying attention to detail.
- Creative, organized, and flexible with the ability to exercise initiative and independent judgment.
- Comfortable presenting to a live audience.
- Valid Driver's license with the ability to drive to other libraries or conduct outreach in the community.

The Library accepts applications, cover letters, and resumes when a job position is available. Applications are available on our website or at all checkout desks. Drug Testing is a part of the library's hiring process.

If you require any accommodations in applying for any position, please do not hesitate to ask. The Spartanburg County Public Library is proud to be tobacco free.