

**NEW JERSEY DEPARTMENT OF STATE
P.O. BOX 459, TRENTON, NJ 08625**

NOTICE OF JOB VACANCY (Amended)

ISSUE DATE: July 15, 2022

CLOSING DATE: August 5, 2022

OPEN TO: Interested individuals who meet the requirements

SALARY: \$15.00 per hour

DIVISION: The New Jersey State Museum

POSTING # STA-2022-032

TITLE: Planetarium Associate (Hourly Position – TES 944 hours per fiscal year)
2 positions available

DEFINITION: Under the direction of Asst. Curator, Planetarium Education or Planetarium Technician, is responsible for presenting astronomy lectures to the public on weekends and for special events (Saturdays and Sundays, approx. 11 am- 4:30 pm; seasonal weekdays and special events as needed); operating all full-dome video, electrical and optical effects, and auxiliary projectors on astronomy education in the Museum’s planetarium; responsible for selling and distributing tickets for Planetarium programs; answers visitor questions and resolves any concerns; plays a key role in offering the highest level of visitor service.

KNOWLEDGE AND SKILLS: Comfort with public speaking and using specialized equipment. Interest in or knowledge of Astronomy is a plus. Ability to learn and communicate astronomy-related information, as well as the technical aspects of the equipment. Must be capable to be fully-trained on operational procedures of Planetarium Full Dome Video digital system and laser projectors. Must be reliable and friendly. Previous experience with customer service, and working cash register and credit card machine. Should be comfortable with basic math, completing forms and counting money and operating technology.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the duties of the position.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

AUTHORIZATION TO WORK: Selected candidate must be authorized to work in the U.S. According to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

APPLICANT INFORMATION: Applicants should submit a cover letter with announcement #2022-032 in subject line, resume, and employment application (employment application can be found here - <https://www.nj.gov/state/assets/pdf/employment/hr-application.pdf>) by close of business (5:00 p.m.) on the closing date to Employment.Recruiter@sos.nj.gov.