



CLASS SPECIFICATION

2/22/07

CURATOR OF GRIFFITH OBSERVATORY, 6230

Summary of Duties: Plans, develops, implements and evaluates all Griffith Observatory public education programs, planetarium shows, publications, and exhibits; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills equal employment opportunity responsibilities; and does related work.

Distinguishing Features: The Curator of Griffith Observatory advances the mission of the Griffith Observatory by managing the development and implementation of educational and scientific programs, for children and adults, that will enable the Griffith Observatory to meet its goals of public education in matters related to astronomy and the physical sciences. This class is distinguished from an Observatory Program Supervisor in that it is responsible for supervising the development and production of all exhibits and presentations in the Observatory. It is distinguished from Curatorial classes in that the incumbent uses a thorough knowledge and understanding of the field of astronomy in order to plan and develop the educational activities of the Griffith Observatory and manage a staff of professional employees who accomplish this work.

Example of Duties:

- Plans, develops, implements, coordinates and evaluates, through subordinate staff, a variety of scientific and educational astronomical programs for children and adults on Griffith Observatory grounds, within the community, and beyond;
- Administers the Griffith Observatory Volunteer Programs, which includes the docent program, educational interpreters programs, and all public interaction with the Griffith Observatory, including community outreach programming;
- Works closely with all divisions, volunteers, and the Friends of the Observatory (FOTO) to promote and coordinate Griffith Observatory's scientific and educational astronomical programs;
- Makes presentations before the Mayor, City Council, Board of Recreation and Parks Commissioners, FOTO Board, various organizations and groups, and with the news media at press events to promote Griffith Observatory's scientific and educational astronomical programs;
- Develops the annual budget for the Observatory Programming and Education Division, and maintains strict fiscal budgetary control over divisional budget expenditures;
- Plans divisional work assignments, delegates responsibilities, and supervises and evaluates both the professional education and support staff members of the division;
- Works with local school districts and other community institutions in delivering scientific and educational astronomical programs;
- In collaboration with FOTO Development Division, seeks, develops, procures and administers grants to support Griffith Observatory;

- Informs staff of current astronomical developments, discoveries, initiatives, and priorities;
- Attends astronomical conferences, meetings, and colloquia to remain current with important scientific developments of interest to Observatory audiences; and
- May occasionally be assigned other duties for training purposes or to meet technological changes or emergencies.

Qualifications: The incumbent must have the following skills, knowledge, and abilities:

Knowledge of:

- Supervisory principles and practices including planning and delegating work, training and evaluating, counseling, and disciplining subordinate personnel;
- Principles and practices of organization, personnel management, and public relations for an observatory, planetarium, or science museum;
- Physical sciences and astronomical principles, including the night sky, instrumentation, cultural and historical perspectives of astronomy, and critical assessment of current astronomical knowledge;
- Methods and techniques of public science education or interpretation, integrating astronomical content, performance, instrumentation, and specialized resources;
- City laws, Charter provisions, and other rules and regulations affecting Griffith Observatory operations;
- Methods and techniques of fundraising activities related to Observatory educational programming;
- Principles and practices of marketing as they relate to promoting Observatory educational programming;
- Clear, concise, and effective written and oral communication;
- Supervisory responsibilities for equal employment opportunity; and
- Program development and management for an observatory, planetarium, or science center including content development, resources, and schedules.

Ability to:

- Direct and coordinate the work of subordinate staff in the planning and development of educational programming;
- Establish and maintain strong relationships with a wide variety of Observatory divisions, staff, members, volunteers, community organizations and individuals;
- Prepare and direct the preparation of effective written and oral communications;
- Develop and implement budgets;
- Manage end-to-end development of astronomical programs;
- Provide knowledgeable astronomical oversight, input, and critical evaluation in programming and interpretive development; and
- Direct appropriate usage, implementation, and maintenance of planetarium theater technology, telescopes, and astronomical instrumentation.

Requirements:

1. A Master's degree from a recognized college or university in Astronomy, Physics, or Planetary Science; and
2. Four years of full-time paid professional experience at a public observatory, major planetarium, science museum, or related facility supervising staff involved in developing and implementing astronomy and physical science programs and exhibits.

A Ph.D. in Astronomy, Physics, or Planetary Science is desired, but not required.

License:

A valid California's driver's license may be required prior to appointment.

Physical requirements: Strength to perform average lifting up to 15 pounds maximum and occasionally over 25 pounds; good speaking and hearing ability.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.