



Winnebago County
The Wave of the Future

JOB POSTING

POSITION TITLE: Planetarium Assistant – Project Position

LOCATION: Barlow Planetarium
1478 Midway Rd.
Menasha, WI 54952

HIRING RANGE: \$16.68 - \$18.53/Hr.

STATUS: Casual Call

HOURS PER WEEK: Varies

WORK HOURS: Varies

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Internal Department Transfer Form](#). Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION

July 2025

POSITION TITLE: Planetarium Assistant – Project Position

PAY BASIS: Hourly

PURPOSE AND SUMMARY

Acts as a main contact for the public and internal customers. Performs a wide range of support to facilitate events and box office services for the planetarium. Serves as the primary contact regarding ticket sales, general information, and program schedules.

ESSENTIAL FUNCTIONS:

1. Operates box office, including handling ticket sales, greeting customers, and answering the phone.
2. Operates equipment related to displaying various shows and programs.

3. Provides administrative support to management staff including maintaining records, drafting documents, and assisting with creating and distributing promotional materials.

ADDITIONAL ESSENTIAL DUTIES:

1. Collects and receipts money for box office. Prepares and deposits funds and reconciles cash box.
2. Answers phone, greets consumers, and schedules appointments and events as box office reception. Maintains a calm and organized reception area.
3. Provides or is back up to after-hours coverage.
4. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Planetarium Supervisor.
2. Works regularly with Winnebago County employees and the general public.

REQUIRED EDUCATION, EXPERIENCE, TRAINING AND CERTIFICATION:

1. High school diploma or equivalent required.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to work flexible hours including weekends, nights, and holidays.
2. Ability to establish and maintain effective working relationships with customers and co-workers. And ensure customers are treated with dignity and respect.
3. Ensure that paperwork and other record-keeping requirements are completed efficiently and in a timely manner.
4. Possess good communication and written skills.
5. Possess basic computer/keyboard skills.
6. Ability to effectively address and resolve conflict and to manage stress in a professional manner.
7. Ability to assume responsibility and to work well under minimal supervision.
8. Ability to meet deadlines and work effectively under time constraints.
9. Ability to operate a computer and familiarity with Microsoft Office, Word, Excel and other software.
10. Ability to operate equipment necessary for planetarium operations.

PHYSICAL REQUIREMENTS:

1. Ability to perform most work from a sedentary position, sit for extended periods of time, frequently stand and walk.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.