



Winnebago County
The Wave of the Future

JOB POSTING

POSITION TITLE: Planetarium Specialist – Project Position

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

HIRING RANGE: \$22.26 - \$24.74/Hr.

STATUS: Full Time

HOURS PER WEEK: 40

WORK HOURS: Tuesday – Saturday

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 Specialist – Project Position

PAY BASIS: Hourly

PURPOSE AND SUMMARY

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

ESSENTIAL FUNCTIONS:

1. Coordinates and implements all aspects of the portable planetarium operations including reservations, transportation, educational programming, and set up and take down of equipment.
2. Operates equipment related to displaying various shows and programs.

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

ADDITIONAL ESSENTIAL DUTIES:

1. Operates box office, including handling ticket sales, greeting customers, and answering the phone.
2. Collects and receipts money for box office. Prepares and deposits funds and reconciles cash box.
3. Answers phone, greets consumers, and schedules appointments and events as box office reception. Maintains a calm and organized reception area.
4. Creates various content to promote operations via social media and the website.
5. Provides or is back up to after-hours coverage.
6. 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.
2. A minimum of 2 years of work experience in administrative or customer service functions which include public contact with some experience and working knowledge of office procedures, which provides the required knowledge, skills and abilities for the position.
3. Possess current valid driver's license and access to a vehicle to perform required work duties.
4. Must provide evidence of meeting or exceeding the minimum automobile liability insurance requirements contained in the Winnebago County Travel Ordinance.

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 a basic knowledge of astronomy.
5. Possess good communication and written skills.
6. Possess basic computer/keyboard skills.
7. Ability to effectively address and resolve conflict and to manage stress in a professional manner.
8. Ability to assume responsibility and to work well under minimal supervision.
9. Ability to meet deadlines and work effectively under time constraints.
10. Ability to operate a computer and familiarity with Microsoft Office, Word, Excel and other software.
11. 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.
4. Ability to lift items up to 50 pounds several times per shift.
5. Ability to perform manual labor involving frequent bending and stooping.
6. Ability to travel locally as well as throughout the state to perform work duties.