UWM Planetarium Production and Design Associate

The UWM Planetarium is seeking a **Production and Design** Associate who will create planetarium programs and designs. The ideal candidate will have experience with design and using either PowerPoint or Keynote. The programs will be used in live, engaging astronomy programs. This position does not involve presenting. This paid position ($12-14/hour depending on experience) is open to **current UWM students**. The commitment is for 15-20 hours a week.

**Responsibilities:**
- Build planetarium slideshow presentations using Keynote with the guidance of the director and coworkers. This process includes:
  - Making formatting changes to existing Keynotes
  - Searching for and editing images and video for inclusion in Keynotes
  - Researching and designing content
- Design fliers, brochures, and other publicity materials using Adobe software products
- Attend weekly meetings and give project updates

**Qualifications & Experience:**

**Minimum Qualifications & Experience:**
- Proficient with Adobe products (Photoshop, InDesign, Illustrator)
- Proficient with MacOS and Keynote (or PowerPoint)
- Experienced with Final Cut Pro, Premiere Pro (or other video editing software)
- Excellent independent time management and organizational skills
- Self-motivated and good at following up with projects and issues
- Excellent communication and interpersonal skills
- Must be able to collaborate in a team environment and receive constructive feedback
- Available for weekly staff meetings
- Interest in astronomy and education

**Preferred:**
- Experience using Slack or similar communication platforms
- Public speaking and customer service experience
- Experience with marketing, public outreach, social media
- Available on some Friday evenings and weekends for public programs

Interested candidates should send a resume, cover letter, and samples of relevant work to Dr. Jean Creighton at planetarium@uwm.edu.