

UWM Planetarium Production & Design Associate

Job Description

This student position at the UWM Planetarium within the Physics department is responsible for designing engaging planetarium shows with guidance from the planetarium director. The student will also create visually appealing publicity materials using Adobe products. The ideal candidate will have experience with graphic design and either PowerPoint or Keynote as well as excellent interpersonal skills and attention to detail. This person must be available to attend weekly in-person meetings and rehearsals on weekdays. This position is year round.

Starting Wage: \$13/hour

Hours per Week: 10 hours (minimum) - 25 hours (maximum; 40 hours during the summer)

Application Deadline: August 23, 2024

Earliest Start Date: September 23, 2024

Minimum Requirements

- Must be graduating in **May 2026 or later**
- Must have access to a **Mac computer with Adobe products**
- 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 in-person meetings and rehearsals on weekdays
- Available on some Friday evenings and weekends for public programs
- Interest in astronomy and education

Benefits

- Grow your portfolio and gain real-life professional design experience
- Engage with other cultures through shared astronomical experiences
- Gain experience in education and especially science communication
- Enhance your knowledge of the constellations, stars, planets, and more through program rehearsals and shows

How to Apply

Email the following items to Dr. Jean Creighton at planetarium@uwm.edu by August 23, 2024:

- Resume
- Cover letter
- Course schedule
- Examples of your graphic design work