OFFICE OF THE DIRECTOR

The Office of the Director reports to the Office of the Vice Chancellor for Research and Graduate Education, UH Mānoa, and provides guidance and supervision to Aquarium departments.

- Develops short and long-range plans for the growth and improvement of the Waikiki Aquarium.
- Serves as liaison between the Aquarium and the University administration, government agencies and community groups.
- Serves as liaison and ex-officio member of the Friends of the Waikiki Aquarium, a nonprofit corporation, organized solely for charitable, scientific and educational purposes to benefit the State Aquarium.
- Maintains close working relationships with other aquariums, zoos and museums to provide leadership for the long-term development of the Aquarium.
- Ensures that proper standards are maintained for all living organisms at the Aquarium.

AQUARIUM SCIENCE SECTION AND LIVE EXHIBITS

The Aquarium Science Section and Live Exhibits department is responsible for the design and construction of Aquarium displays and life support systems. The department cares for all living organisms, which includes their collection, quarantine, feeding, husbandry, water quality and research activities. Research emphasizes aquaculture, husbandry techniques, fieldwork, physiology, behavior, and other studies that expose the optimization of captive husbandry, aquaculture and captive propagation techniques for organisms at the Aquarium.

EDUCATION

The Education Department is responsible for the planning and implementation of Aquarium education programs such as community outreach programs, lecture series, field trips, travel tours, school programs and training programs for education volunteers. The department produces educational materials including books, pamphlets, videos, and other audio-visual programs and is responsible for graphics and exhibit labels.

AQUARIUM SUPPORT AND OPERATIONS

The Aquarium Support and Operations staff is responsible for the general operation, safety condition, appearance of the building and all graphics and labels, and maintenance of the Aquarium building, grounds and equipment. The department assists in the planning and construction of new facilities and oversees the repair and maintenance of present facilities.

FINANCE & ADMINISTRATION

The Finance and Administration office prepares monthly, annual, and internal financial and budgetary statements to the Office of the Director, University of Hawaii, State agencies, Friends of the Waikiki Aquarium and other Aquarium departments. The department is responsible for State personnel matters, Aquarium expenditures and revenues including donations and gifts, and oversees the Visitor Services department (RCUH).

DEVELOPMENT AND MARKETING (RCUH)

The Development and Marketing departments are responsible for the membership program of the Friends of the Waikiki Aquarium, producing and executing a marketing plan, overseeing a volunteer program, and maintaining the public relations for the Aquarium. The department prepares direct mail campaigns, quarterly newsletters, fund-raising activities and special events.

GIFT SHOP

We operate two giftshops, one at the Aquarium and one at Hananaua Bay. Both operations provide marine-related items of educational value or which inspire an appreciation of the ocean, e.g. artwork. A portion of the proceeds benefits other Aquarium programs.

FEB 17 2005
OFFICE OF THE DIRECTOR

The Office of the Director reports to the Office of the Chancellor, UH Manoa, and provides guidance and supervision to Aquarium departments.

- Develops short and long-range plans for the growth and improvement of the Waikiki Aquarium.
- Serves as liaison between the Aquarium and the University administration, government agencies and community groups.
- Serves as liaison and ex-officio member of the Friends of the Waikiki Aquarium, a nonprofit corporation, organized solely for charitable, scientific and educational purposes to benefit the State Aquarium.
- Maintains close working relationships with other aquariums, zoos and museums to provide leadership for the long-term development of the Aquarium.
- Ensures that proper standards are maintained for all living organisms at the Aquarium.

AQUARIUM SCIENCE SECTION AND LIVING EXHIBITS

The Aquarium Science Section and Live Exhibits department is responsible for the design and construction of Aquarium displays and life support systems. The department cares for all living organisms, which includes their collection, quarantine, feeding, husbandry, water quality and research activities. Research emphasizes aquaculture, husbandry techniques, fieldwork, physiology, behavior, and other studies that explore the optimization of captive husbandry, aquaculture and captive propagation techniques for organisms at the Aquarium.

EDUCATION

The Education Department is responsible for the planning and implementation of Aquarium education programs such as: community outreach programs, lecture series, field trips, travel tours, school programs and training programs for education volunteers. The department produces educational materials including books, pamphlets, videos, and other audio-visual programs and is responsible for graphics and exhibit labels.

AQUARIUM SUPPORT AND OPERATIONS

The Aquarium Support and Operations staff is responsible for the general operation, safety condition, appearance of the building and all graphics and labels, and maintenance of the Aquarium building, grounds and equipment. The department assists in the planning and construction of new facilities and oversees the repair and maintenance of present facilities.

FINANCE & ADMINISTRATION

The Finance and Administration office prepares monthly, annual, and internal financial and budgetary statements to the Office of the Director, University of Hawaii, State agencies, Friends of the Waikiki Aquarium and other Aquarium departments. The department is responsible for State personnel matters, Aquarium expenditures and revenues including donations and gifts, and oversees the Visitor Services department (RCUH).

DEVELOPMENT AND MARKETING (RCUH)

The Development and Marketing departments are responsible for the membership program of the Friends of the Waikiki Aquarium, producing and executing a marketing plan, overseeing a volunteer program, and maintaining the public relations for the Aquarium. The department prepares direct mail campaigns, quarterly newsletters, fund-raising activities and special events.

GIFT SHOP

We operate two giftshops, one at the Aquarium and one at Hanauma Bay. Both operations provide marine-related items of educational value or which inspire an appreciation of the ocean, e.g. artwork. A portion of the proceeds benefits other Aquarium programs.

SUPERSEDED

Date FEB 17 2005