STATE OF HAWAI‘I
UNIVERSITY OF HAWAI‘I
UNIVERSITY OF HAWAI‘I AT MĀNOA
WAIKIKI AQUARIUM

FUNCTIONAL STATEMENT

OFFICE OF THE DIRECTOR – Org Code: MAWA

The Office of the Director reports to the UH Mānoa Office of the Vice Chancellor for Research and Graduate Education, and provides guidance and supervision to Aquarium departments. This office develops short and long-range plans for the growth and improvement of the Waikiki Aquarium: the State Aquarium of Hawaii; 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 Waikiki Aquarium, a nonprofit corporation, organized solely for charitable, scientific and educational purposes to benefit the Waikiki Aquarium; maintains close working relationships with other aquariums, zoos and museums to provide leadership for the long-term development of the Aquarium; and ensures that proper standards are maintained for all living organisms at the Aquarium.

INFORMATION TECHNOLOGY – Org Code: MAITWA

The Information Technology section of the Aquarium is responsible for maintaining the Aquarium computer network, phone system, website, and interactive exhibits.

GRAPHICS – Org Code: MAGRWA

The Graphics Department is responsible for providing graphic materials for the various departments of the Aquarium. It is responsible for establishing and maintaining the Aquarium graphic profile for Aquarium displays as well as for print media such as the quarterly Kilo I’a newsletter. Graphics produces event calendars, coupons, and other graphic and printed material as needed.

OFFICE OF FINANCE AND ADMINISTRATION – Org Code: MAASWA

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 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.

VISITOR SERVICES – Org Code: MAVSWA

The Visitor Services Department is responsible for the collection of the Aquarium admission fees, and participates in sales of memberships and event tickets. Staff is responsible for greeting visitors, answering any general inquiries and dealing with visitor incidents or concerns.

AQUARIUM SCIENCE AND LIVE EXHIBITS – Org Code: MALEWA

The Aquarium Science Section and Live Exhibits Department is responsible for the design, construction and maintenance of Aquarium displays and life support systems. The department cares for the collection of living organisms, which includes their acquisition, quarantine, feeding, husbandry, and water quality control. Research activities emphasize aquaculture, husbandry techniques, fieldwork, and various studies that explore the optimization of captive husbandry, aquaculture and captive propagation techniques for organisms at the Aquarium.

EDUCATION - Org Code: MAEDWA

The Education Department is responsible for the planning and implementation of Aquarium education program 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, video, and other audio-visual programs and is responsible for drafting graphics and exhibit labels.
**AQUARIUM SUPPORT AND OPERATIONS - Org Code: MAFMW**

The Aquarium Support and Operations staff is responsible for the general operation, safety condition, appearance 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 existing facilities.

**COMMUNITY OUTREACH – Org Code: MAORWA**

The Community Outreach Department is responsible for fundraising activities for the Aquarium, including grants. This department also develops and maintains relationships with the public and community organizations for the Aquarium’s benefit.

**VOLUNTEER OFFICE – Org Code: MAVOWA**

The Volunteer Office manages over 200 active volunteers for the Waikīkī Aquarium. This includes recruitment of new volunteers, enrichment training, on-going work allocation and maintaining the historical database.

**EVENTS AND MEMBERSHIP – Org Code: MAEMWA**

The Events and Membership Office coordinates the rental of the Aquarium facility for after-hours functions, assists with the quarterly newsletter (Kilo I’a), and coordinates special events, such as the annual Seaduction, Seahunt and Ke Kani O Ke Kai, the summer concert series. The department also manages the membership program of the Friends of Waikīkī Aquarium.

**HANAUMA BAY GIFTSHOP – Org Code: MAHBWA**

The Aquarium operates a giftshop at Hanauma Bay through an inter-governmental agreement between the University of Hawai‘i and the City & County of Honolulu. Giftshop 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.