STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
OFFICE OF THE SENIOR VICE PRESIDENT
FOR RESEARCH AND GRADUATE EDUCATION

WAIIKIKI AQUARIUM FUNCTIONAL STATEMENT

Waikiki Aquarium

Office of the Director

The Aquarium Director’s Office reports to the Senior Vice President for Research and Graduate Education, and provides guidance and overall supervision of seven Aquarium departments, their budgets, and activities; acts as liaison and ex-officio member of the board of Directors of the Friends of the Waikiki Aquarium; maintains close working relationships with other aquariums, zoos, and museums; and provides leadership for the long-term development of the Aquarium. The Director is responsible for ensuring that proper standards are maintained for all living organisms at the Aquarium.

Aquarium Science Section and Live Exhibits

The staff in these two areas are responsible for the care of all living organisms at the Aquarium including their collection, quarantine, feeding and husbandry. Staff design and construct displays, life support systems, perform water quality tests, prepare required reports for State and Federal agencies, and present results at professional meetings. Research emphasizes aquaculture and husbandry techniques, field work, physiology, behavior, and other studies which have minimum risk of trauma to the organism.

Education

The Education Department is responsible for the planning and implementation of Aquarium education programs including the Blue Water Marine Laboratory, outreach programs, lecture series, field trips, travel tours, programs for school children, training programs for education volunteers, and the production of education materials including books, pamphlets, video, and other audio-visual programs.

Aquarium Support and Operations

Aquarium support and operations staff responsibilities include the general operations, safety conditions, appearance, and maintenance of the Aquarium building and grounds; assisting in the planning of new facilities; and overseeing the repair and maintenance or construction of Aquarium facilities.

Business Management

The Business Management office prepares budget documents for all gifts and donations, processes purchase orders for payment, provides monthly updates to the Director and all departments on the budget, and is responsible for personnel matters for all non-state employees.
Development and Marketing

The development and marketing department is responsible for the Aquarium membership program, direct mail campaigns, bimonthly newsletter, and all fund-raising activities; preparing a marketing plan, advertising, special events, and community relations, including the volunteer program; and for the production of all graphics, labels, and Aquarium publications.

Gift Shop

The giftshop sells marine-related items of educational value or which inspire an appreciation of the ocean, e.g. artwork. A portion of the net-proceeds of the shop benefits other Aquarium programs.