

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MĀNOA  
OFFICE OF THE PROVOST  
**WAIKIKI AQUARIUM**  
FUNCTIONAL STATEMENT

**OFFICE OF THE DIRECTOR – Org Code: MAWA**

The Office of the Director reports to the UH Mānoa Office of the Provost, 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 with 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. 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 for the Office of the Director, University of Hawaii, State agencies, and 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 Aquarium 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: MAFMWA**

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 300 active volunteers for the Waikīkī Aquarium. This includes recruitment of new volunteers, enrichment training, ongoing work allocation and maintaining the historical database.

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

The Events Office coordinates the rental of the Aquarium facility for after-hours functions and supervises them, and coordinates special Aquarium events.

### **THE SHOP – Org Code: MAHBWA**

The Aquarium operates a gift shop. Gift shop operations provide-marine-related items of educational value or which inspire an appreciation of the ocean, e.g. artwork. Revenue generated from operations support Aquarium programs and facilities.