



Job Description of The IAU Office for Astronomy Outreach Assistant Outreach Coordinator (AOC)

1. Overview

The IAU OAO Assistant Outreach Coordinator (AOC) fills a fulltime position. He/She will support the IAU OAO activities, hosted by the National Astronomical Observatory of Japan (NAOJ), located at the Mitaka Campus, Tokyo, Japan. The IAU OAO is funded by the IAU and the NAOJ and is a global hub for coordinating IAU's public outreach activities around the world. The IAU OAO acts as the central global "communication point", as a facilitator for best practices, providing guidance and delivering regular information about astronomy and astronomy communication ongoing public outreach and related activities. The IAU OAO also supports the international activities of NAOJ Public Relations Center.

2. Supervision

The position will be supervised by the International Outreach Coordinator (IOC) and the Supervising Director of OAO based in the NAOJ Public Relations Center.

3. Term

The term of the IAU Assistant Outreach Coordinator (AOC) position is three years, including an initial probationary period of 6 months, and renewable for an additional two years upon recommendation by the Supervising Director of the IAU OAO, under the standard employment procedures of the NAOJ.

4. Responsibilities and Duties

The successful AOC candidate will play a unique role in the following activities:

- (1) To collaborate with the IOC, in worldwide efforts to enhance public knowledge, appreciation and education of astronomy and related sciences.
- (2) To promote and raise public awareness of the IAU and IAU-related activities, and manage, in collaboration with the IOC, assigned IAU international outreach campaigns.
- (3) To collaborate with the IOC, in editing tasks of the Communicating Astronomy with the Public (CAP) Journal.

By demonstrating the following skills in his/her daily duties:

- Experience in writing and editing publications with several contributors.

- Knowledge of social networking: content production and social media management.
- Excellent teamwork and interpersonal skills while working in multi-cultural teams.
- Fluent in written and spoken English.
- An honours degree or equivalent in astronomy or a closely related field.

In addition, the successful AOC candidate is expected to perform NAOJ's international relations works assigned by the Supervising Director of the OAO.

This position involves the applicant to undergo regional and intercontinental travels.

5. Employment Condition

The job title at NAOJ will be " Senior Specialist" (fulltime position, 5days/ week).

The expected annual salary of this position would be about 4.5-5.2 million Japanese Yen, depending on the appointee's experiences. Additional allowances like overtime allowance, commutation allowance, and travel allowance will be provided.

6. Location

The position will be located at the IAU OAO, within the NAOJ Public Outreach Office, 2-21-1 Osawa, Mitaka, Tokyo, Japan.