



Job Description of

The IAU Office for Astronomy Outreach

IAU Office for Astronomy Outreach Deputy Director (IAU OAO Deputy Director)

1. Overview

The IAU Office for Astronomy Outreach Deputy Director (IAU OAO Deputy Director) fills a full-time 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 IAU OAO Director and the Supervising Director of OAO based at the NAOJ Public Relations Center.

3. Term

The term of the IAU Office for Astronomy Outreach Deputy Director (IAU OAO Deputy Director) 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 IAU OAO Deputy Director candidate will play a unique role as:

- (1) Communications Manager for the IAU OAO and IAU (including website and social media management, media content production for IAU and IAU OAO projects and promotion campaigns).
- (2) Project Manager of designated IAU Outreach Global Projects and other IAU Outreach programmes.
- (3) Editor / Managing Editor of the Communicating Astronomy with the Public (CAP) Journal.

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

- Experience in working and communicating with diverse astronomical and/or outreach/education communities;
- Honors degree or equivalent in astronomy or a closely related field;
- Experience in communications management (including social media management and digital content production);
- Experience in project management of international projects;

- Experience in writing and editing publications;
- Fluent in written and spoken English;
- Good computer skills, including knowledge of social media platforms, design tools (e.g. Microsoft Office, Microsoft 365, Google Workspace, Photoshop, InDesign, Hootsuite, Mailchimp) and willingness to learn new ones;
- Demonstrable teamwork and interpersonal skills while working/managing multicultural teams;
- Demonstrable good time management.

In addition, the successful IAU OAO Deputy Director candidate is expected to perform NAOJ's international relations works assigned by the Supervising Director of the OAO. This position involves the applicant undergoing regional and intercontinental travels.

5. Employment Condition

The job title at NAOJ will be "Senior Specialist" (full-time position). Working days are 5 days a week (Monday through Friday) with Saturday and Sunday, national holidays, year-end and new year holidays (from December 29 through January 3 of the next year) off. Working hours are from 8:30 am (start of working hours) to 17:15 (closing of working hours) including a 60-min lunch break each day. The total working hours will be 38.75 hours a week. The expected annual salary of this position would be about 4.5-5.2 million Japanese Yen, depending on the appointee's experiences. Salary will be reviewed every fiscal year according to the results of performance reviews. Additional allowances like overtime allowance, commutation allowance, and travel allowance shall be provided under the NINS internal rules and regulations (NINS: National Institutes of Natural Sciences managing NAOJ). Health insurance, pension insurance, unemployment insurance, and industrial accident insurance shall be provided. Paid days off (annual leave, summer holidays, bereavement leave, etc.) shall be provided. Smoking is prohibited on the premises excluding designated outdoor smoking areas.

6. Location

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