



# *IAU Office for Astronomy Outreach*

## ***Deputy Director***

### *Job Description*

## 1. Overview

The International Astronomical Union (IAU) Office for Astronomy Outreach (OAO) Deputy Director fills a full-time position (Project Researcher) in Tokyo, Japan. The Deputy Director will support the IAU OAO activities hosted by the National Astronomical Observatory of Japan (NAOJ), located at the Mitaka Campus in Tokyo, Japan.

The IAU OAO is funded by the IAU and the NAOJ and is a global hub for coordinating the IAU's public outreach activities in astronomy and astrophysics worldwide. The IAU OAO acts as the central global "communication point" and facilitator for best practices, providing guidance and delivering regular information about astronomy and astronomy communication, as well as ongoing public outreach and related activities. The IAU OAO also supports the international activities of the NAOJ Public Relations Center.

All international staff at NAOJ receive substantial assistance from the NAOJ Support Desk with initial accommodations upon reaching Japan, locating an apartment, settling into life in Japan, and more.

## 2. Supervision

The position will be supervised on a day-to-day basis by the IAU OAO Director. Strategic oversight for the OAO is provided by an IAU-NAOJ Steering Committee.

## 3. Term

The term of the IAU Office for Astronomy Outreach Deputy Director (IAU OAO Deputy Director) position is three years, including an initial six-month probationary period. It is renewable for an additional two years upon recommendation by the IAU OAO Director under the standard employment procedures of the NAOJ.

## 4. Responsibilities and Duties

The IAU OAO Deputy Director will:

- Manage communications for the IAU OAO (including, but not limited to, website and social media management and media content production for IAU OAO projects and promotion campaigns).
- Serve as the lead project manager of designated IAU Outreach Global Projects and other IAU Outreach programmes.
- Serve as the manager of the Communicating Astronomy with the Public (CAP) Triptych, including managing editor of the CAP Journal, co-organiser of the CAP Conference, and project manager of CAP Training.
- Mentor Master's students in science communication and mentor other interns.
- Provide support for NAOJ-related projects (including international relations tasks), supervise the International Outreach Officer as required, and deputise for the Director as required.

Candidates must meet the following requirements:

- Earned a PhD in astronomy, astrophysics or closely related field
- Experience in communications management (including social media management and digital content production)
- Editorial experience, including writing and editing publications
- Excellent time management skills
- Experience in working and communicating with diverse astronomical and/or outreach/education communities
- Experience in project management of international projects
- Excellent written, verbal, and visual communication skills
- 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
- Fluent in written and spoken English
- Demonstrable teamwork and interpersonal skills while working/managing multicultural teams

The following are preferred but not required:

- Experience or working knowledge of a language other than English (Japanese preferred)
- Experience in research on science communication

In addition, the position of OAO Deputy Director is also likely to involve occasional regional and intercontinental travel.

## 5. Working Hours

- Working days are five days a week (Monday through Friday) with Saturday and Sunday, national holidays, year-end and new year holidays (from 29 December through 3 January of the next year) off.
- The Discretionary Labor System for Professional Work shall be applied. (Standard work hours: 38.75 hrs/week, from 8:30 to 17:15 with an hour break)

## 6. Compensation

- The expected annual salary of this position is about 4.5-5.2 million Japanese Yen, depending on the appointee's experience and educational background. Salary will be reviewed every fiscal year according to the results of performance reviews.
- NAOJ employees are given a commuting allowance (up to 55,000 yen/month) pursuant on the National Institute of Natural Sciences internal rules and regulations.
- As an NAOJ employee, you will be provided with health insurance, pension insurance, unemployment insurance, and industrial accident insurance.
- Paid days off include 20 days of annual leave, with additional special paid days of leave.
- There is a daycare center on NAOJ campus available to staff with children (from 57 days after birth). Note that availability depends on the situation, and that the childcare staff do not provide English support.
- Eligible employees will be provided with a relocation travel package to NAOJ, subject to the travel regulations of NINS (details must be arranged with the administration office).

## 7. Location

The position will be located at the IAU OAO, within the NAOJ Public Outreach Office, 2-21-1 Osawa, Mitaka, Tokyo, Japan. In principle, employees work at the Mitaka Campus, but some work at home is permitted under limited conditions. Smoking is prohibited on the premises, excluding designated outdoor smoking areas.