

## Job Description

**Job Title:** PMNM Mokuapapapa Discovery Center Manager  
**Job ID:** 11191  
**Project Name:** National Ocean Service  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Regular

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[Return to Previous Page](#)

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Regular, Full-Time, RCUH Non-Civil Service position with the Papahānaumokuākea Marine National Monument (PMNM), located in Hilo, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

**MONTHLY SALARY:** Salary commensurate with qualifications.

**DUTIES:** Oversee and manage all operations, maintenance and planning for the Mokuapapapa Discovery Center and Monument Offices in Hilo. Oversee the lease development and management of both the Discovery Center and offices in Hilo for the Monument. Develop short, medium, and long-term operations plans and a promotional plan for the Center. Direct and coordinate all educational and interpretive programs of the Center, including exhibit development. Develop, build and maintain partnerships with other interpretive institutions, education institutions, charter schools, Hawaiian language immersion schools, private and public Schools, and universities to promote visitation to the Center and exposure to PMNM educational materials. Oversee planning, development, and implementation of a variety of educational, cultural and interpretive programs and exhibits to suit the needs of students and members of the public of all ages. Assist the Monument's Education Coordinator in development, promotion, and distribution of Monument education and outreach materials.

**PRIMARY QUALIFICATIONS: EDUCATION:** Bachelor's Degree from an accredited four (4) year college or university with an emphasis in Environmental Education, Education, Policy, Communications, Planning, Biological Sciences, Environmental Science, Political Science, Social Science, Cultural Studies, Marine Science, Curatorial Science or related field. (Five (5) years of experience in interpretation and operations of an interpretive facility for the education requirement may substitute for Bachelor's Degree.) **EXPERIENCE:** Three to five (3-5) years of experience with program implementation of public outreach and education. Experience with running an interpretive or equivalent facility. Experience in public speaking, oral presentations, and developing visual presentations for large audiences. Demonstrated experience in evaluation and assessment of educational and/or volunteer programs. Broad experience in developing partnerships with either public, private or community organizations. **ABIL/KNOW/SKILLS:** Working knowledge of the natural and cultural environment of the Hawaiian archipelago. Knowledge of interpretive facility operations, exhibit design, and education program development. Excellent supervision and communications skills. Excellent organization, planning, and educational program development skills. Must be skilled in developing and delivering effective public presentations. Proficiency with common personal computer office software as well as desktop publishing, graphics software, website development, and social media applications. **PHYSICAL/MEDICAL REQUIREMENTS:** Must be physically able to participate in extended field work including, but not limited to live-aboard research and educational vessels, field camps etc. Lift up to fifty (50) pounds to assist transporting equipment and gear. Must be able to obtain medical clearance to work on NOAA research vessels or other appropriate vessels.

**SECONDARY QUALIFICATIONS:** Extensive experience operating and managing interpretive facilities. Experience in planning and marketing, including working with the media and advertising. Familiarity with the Hawaiian Islands, its culture and issues. High school or college-level science lab teaching experience, desktop publishing, website development and/or multi-media software

experience and knowledge. Experience with maintenance and upkeep of a large (1500 + gallon) salt water aquarium with tropical/sub-tropical marine fauna. Fluency in spoken and written Hawaiian. General skills with facilities upkeep - painting, minor repairs. Experience in museum exhibit design and fabrication. Familiarity with video and still photographic equipment and techniques. Experience with marine ecological surveying and research techniques. Master's degree in Business, Public Administration, Education or other such advanced degree relating to marketing, or business management.

**INQUIRIES:** Moani Pai 397-2660 (Oahu).

**APPLICATION REQUIREMENTS:** The preferred method of applying for a job is through our on-line application process. Please go to [www.rcuh.com](http://www.rcuh.com), click on "Employment" and navigate to "Job Announcements/Apply for a Job." However, if you do not have access to the Internet, you may apply by submitting resume; cover letter including Recruitment ID#, referral source, narrative of your qualifications for position and salary history; names, phone numbers and addresses of three supervisory references and copy of degree(s)/transcripts/certificate(s) to qualify for position by fax (808) 956-5022, mail, or hand-deliver to: Director of Human Resources, Research Corporation of the University of Hawaii, 2530 Dole Street, Sakamaki Hall D-100, Honolulu, HI 96822 before the closing date. Online applications and faxed documents must be submitted/received by the closing date (11:59 P.M. Hawaii Standard Time/RCUH receipt time). Mailed documents must be postmarked by the closing date. Hand-delivered documents must be received by our HR office by 4 P.M. Hawaii Standard Time/RCUH receipt time. If you have questions on the application process and/or need assistance, please call (808)956-3100.

EEO/AA Employer.

**Please apply before** 04/27/2011

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[Return to Previous Page](#)

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