



Job Description of IAU International Outreach Coordinator (2013/07/31)

1. Overview

The IAU International Outreach Coordinator (IOC) will coordinate worldwide efforts to promote public awareness, appreciation and education of astronomy and related sciences. He/she will work closely with the IAU Office of Astronomy for Development (OAD), based in Cape Town (South Africa), with the newly created IAU Division on Education, Outreach, and Heritage (Div. C) and maintain good contacts with the funding partners.

The IOC fills a fulltime position. He/she runs the IAU Office for Astronomy Outreach (OAO), which is hosted by the National Astronomical Observatory of Japan (NAOJ), Mitaka Campus, Tokyo, Japan. The OAO is a global hub for coordinating IAU's public outreach activities around the world. It is funded by the IAU and the NAOJ, with a strong participation from several Asian countries (for the moment): Japan, China Nanjing¹, China Taipei², South Korea, Thailand, and India. The IOC will act as the central global "communication point", as a facilitator for best practices, providing guidance and delivering regular information about ongoing public outreach and related activities in astronomy and astronomy communication. The IOC will also support the international activities of NAOJ Office of International Relations (OIR).

2. Oversight

The position will be subject to reporting to the "OAO Oversight Committee" (OOC), composed of the IAU General Secretary, the NAOJ Director-General, an IAU OAD representative, an IAU Div.C representative, and the head of the NAOJ OIR. The head of NAOJ OIR will in addition provide supervision and local support on a day-to-day basis as the IOC's line manager. The candidate is expected to report annually in writing to the OOC on the activities completed, future plans, and financial status of the OAO program; and to manage an income and expenditure budget for the OAO activities.

¹ Otherwise known as "Mainland China"

² Otherwise known as Taiwan

3. Term

The term of the IAU International Outreach Coordinator (IOC) position is three years, including an initial probationary period of 6 months, and renewable for an additional 2 years upon recommendation by the OOC, and with the agreement of the IAU Executive Committee and of NAOJ.

4. Responsibilities and Duties

The responsibilities and duties of the successful candidate will include:

- (1) Functioning as Editor-in-Chief of the IAU "Communicating Astronomy with the Public" journal and interact strongly with its Editorial Board
- (2) Coordinating initiatives with the IAU Div. C and its Commissions, and the IAU OAD's Task Force on Public Outreach.
- (3) Establishing an effective link with a broad range of stakeholders in the astronomy Education and Public Outreach (EPO) field and the amateur astronomer community.
- (4) Coordinating, engaging and building synergies with the amateur astronomer community and their programmes.
- (5) Establishing and liaising with the network of National Outreach Contacts (NOCs).
- (6) Preparing, planning and supporting the implementation of an annual international IAU outreach strategy.
- (7) Develop and maintain a database of international astronomy outreach and amateur networks associations, organizations, and institutions. The aim is to post this online and to allow the community some form of interaction incl. editing.
- (8) Producing astronomy outreach promotional material and other communication products in line with the IAU outreach strategy.
- (9) Developing and curate an on-line database of professional astronomical facilities along with press information and outreach contacts.
- (10) Answering public requests to the IAU, maintaining the FAQ database on iau.org (<http://www.iau.org/public/faq/>) and producing Themes when necessary (<http://www.iau.org/public/themes/>) in coordination with the IAU Press Office.

- (11) Producing and disseminating regular (e.g.: Monthly) updates to the IAU NOCs and the public.
- (12) Liaising with partners in the coordination of global activities, such as Global Astronomy Month, World Space Week, Yuri's Night, eclipses, transits, etc.
- (13) Identifying and supporting the development of further astronomy outreach projects.
- (14) Contributing to other enhancements of the IAU mission.
- (15) Participating in and organizing public outreach conferences

Also, the successful candidate is expected to perform the International Relations works of the NAOJ as may be assigned by the NAOJ OIR Director.

5. Location

The position will be placed at the OAO, within the NAOJ Office of International Relations, 2-21-1 Osawa, Mitaka, Tokyo, Japan 181-8588.

IAU Office for Astronomy Outreach is funded by:

