

## Part-Time Administrator

### Your Role

The Board of the Aoraki Mackenzie International Dark Sky Reserve (AMIDSR) is seeking an independent contractor initially for one year, to work approximately 500 hours over the year, starting 1 October 2020. Note that the hours worked each week will vary throughout the year, with some weeks much busier than others, so flexibility is required.

You will be responsible for:

1. Keeping the AMIDSR website and social media sites up-to-date (e.g. uploading monthly features supplied by the Board, uploading photographs, updating the News & Events)
2. Arranging media releases to local and national media in conjunction with Board members including writing articles and coordinating contributions from Board members.
3. Managing the AMIDSR Certification Scheme. This will require liaison with local businesses and organisations (e.g. passing applications onto the evaluator, fee administration, issuing certificates and annual reminders, maintaining the list of accredited organisations on the website)
4. Managing the 'Friends of the AMIDSR' database (e.g. maintaining the membership details, emailing updates/news, managing membership fees and donations)
5. Working with the Board to organise the fourth Starlight Festival to be held in October 2021. This will require concentrated effort in the months leading up to it, hence the need for flexibility in hours worked each week over the total year.

You will work closely with Board members to complete the above tasks in a timely and professional manner.

### About Us

The AMIDSR is the largest Dark Sky Reserve in the Southern Hemisphere, covering 4367 sq km. It was formally accredited by the International Dark Sky Association in 2012. The AMIDSR has gained a reputation as one of the best places in the world to see the stars and attracts approx. 150,000 visitors a year from across the globe.

The AMIDSR is a charitable organisation, run by a Board of dedicated volunteers. We work closely with Mackenzie District Council to minimise light pollution across the Mackenzie Basin and protect astronomical research at the Mt John Observatory. We also promote star-gazing, astro-tourism and good lighting practices to the wider public.

Due to growing interest and awareness of the value of natural night skies free from light pollution, we are enhancing our public outreach. Over the past year we have refreshed our website, designed a new 'Dark Sky Friendly' Certification scheme for local organisations, and organised a 'Friends of the AMIDSR' scheme for our supporters.

These recent enhancements mean that we need someone with the following skills to manage the increased level of administration tasks.

### Your Profile

You are a responsible individual with a proactive attitude and an eye for detail. As an independent contractor, you can work from your home office that has an up-to-date computer, good internet connection, and mobile phone or landline.

You will be representing the AMIDSR when liaising with local businesses and the public, so you have good verbal and written communication skills. Ideally, you live in the Mackenzie District and can attend meetings as needed although those residing elsewhere are encouraged to apply.

Your strong organisation skills enable you to complete tasks on time and to a high standard, without constant supervision. You have good IT and secretarial skills and are competent in MS-Office (Word, Excel, Outlook) and Dropbox. You are also familiar with CMS website development and social media including Twitter and Facebook.

If this sounds like you, please submit a covering letter and your CV to [info@darkskyreserve.org.nz](mailto:info@darkskyreserve.org.nz) by 6 August 2020.