



# TETIAROA SOCIETY

**JOB TITLE : DIRECTOR OF BAILEY FIELD STATION**

**OPERATIONS**

**HIERARCHY : EMPLOYED UNDER THE RESPONSIBILITY  
OF THE TETIAROA SOCIETY US CEO**

**WORKPLACE: MINIMUM 80% ON TETIAROA, FRENCH  
POLYNESIA**

## Position Summary

The Director of Bailey Field Station Operations is the senior on-island operations leader and ambassador for Tetiaroa Society, responsible for facilities, logistics, staffing, scheduling, and service delivery across the atoll. The Director serves as Tetiaroa Society's primary on-atoll liaison to researchers, students, partners, donors, and authorized guests, representing the Society in day-to-day interactions and ensuring a professional, informed, and mission-aligned visitor experience.

This role operates similarly to a senior resort operations director, ensuring that people, places, supplies, and systems are prepared, staffed, and run to a consistently high standard. The Director translates programmatic and scientific requirements set by the CEO and Director of Conservation, Science & Education into safe, efficient, and guest-ready operational execution. The role is operational, managerial, and service-oriented, with a strong emphasis on guest experience, facilities readiness, team supervision, and partnership with The Brando. The person in this role will be expected to engage in select guest experiences and interactions to further support Tetiaroa Society's work on the atoll.

As the operational leader of Tetiaroa Society on the island, the Director oversees the Eco-Station, core infrastructure, field operations, guest and researcher-facing facilities, and the operating systems that support scientific, conservation, education, and program delivery. They manage all on-island staff, guides, rangers, and key service providers, set performance expectations, uphold Tetiaroa Society policies and standards, and ensure that all financial, administrative, permitting, environmental, and compliance requirements are met.

The Director further serves as the primary on-atoll operational counterpart to The Brando and Pacific Beachcomber, representing Tetiaroa Society interests in daily coordination, shared stewardship of the atoll, operational planning, guest services and issue resolution. They strengthen joint protocols, ensure clarity of roles and responsibilities, and uphold a high standard of partnership and professionalism on behalf of the Society.

This is a hands-on, mission-critical leadership role that builds and maintains reliable systems, ensures operational preparedness, and translates strategic priorities into consistent, high-quality execution on the ground. The Director embodies Tetiaroa Society presence on the island acting with authority, integrity, and diplomacy delivering commitments to the highest standard every day.

## Reporting & Key Relationships

### Reports To: CEO

- **Key Internal Partners:**

- Director of Conservation, Science & Education
- Education & Cultural Engagement Coordinator
- Science & CASUP Coordinator
- Marketing & Communication Manager
- CFO

- **Direct Reports:**

- Guides
- Rangers
- Logistics/maintenance staff
- Other island-based roles as assigned

- **Key Atoll Partners:**

- The Brando leadership and operating teams
- Scientific / research leads
- The Te Mana o Te Moana leadership and operating teams

- **Key External Partners:**

- Scientific partners and visiting researchers
- Visiting educational staff and students
- Cultural practitioners and community representatives
- Local authorities and regulators
- Service providers and, as appropriate, donors and VIP guests

## Core Responsibilities

### 1. Operational Leadership & Island Logistics

- Own day-to-day operations of all Tetiaroa Society facilities, infrastructure, vessels, vehicles, equipment, and field logistics
- Ensure all facilities and operational systems are prepared, safe, clean, functional, and guest-ready at all times
- Lead preventive maintenance planning and rapid issue resolution across all operational assets
- Establish and manage operational routines, checklists, schedules, and readiness reviews

### 2. Staffing, Scheduling and Deployment

- Directly manage the scheduling, deployment, and supervision of rangers, guides, and operational staff
- Translate scientific, educational, and cultural program requirements as provided by the Director of Conservation, Science & Education into operational staffing plans
- Ensure full and productive use of staff time across the work week through operational duties, maintenance, training, and guest support
- Maintain fair, compliant, and culturally respectful scheduling practices in line with French labor law
- Participate directly in Guide and Ranger training and certification in order to provide guidance and backup as needed for each role

### **3. Eco-Station & Guest Readiness**

- Ensure a professional, welcoming experience for researchers, students, partners, and authorized guests
- Act as the on-island host responsible for operational excellence, safety, and comfort
- Oversee all Eco-Station operations with a hospitality mindset operating within and in addition to the Brando services agreement including: housekeeping and cleanliness, room readiness and turnover, food, and supply provisioning
- Oversee and approve maintenance and safety inspections
- Serve as the Tetiaroa Society primary on-island point of contact and host for visiting researchers, students, partners, donors, and authorized guests, representing Tetiaroa Society's mission, standards, and values in all interactions.

### **4. Partnership with The Brando (Core Function)**

- Serve as Tetiaroa Society's on-island operational liaison to The Brando
- Coordinate daily logistics, schedules, safety protocols, and facility use with resort operations.
- Participate in regular operations meetings and readiness reviews with Brando leadership.
- Ensure Tetiaroa Society activities integrate seamlessly and enhance the guest experience without disruption.
- Engage the team to document guest experiences in line with Brando practices
- Support joint guest programming by ensuring operational feasibility, staffing, and service standards
- Participate and lead select guest events and interactions, acting as a senior voice of the Society
- Use experience to identify opportunities for deeper guest engagement, both for the Director and their staff

### **5. Financial & Administrative Oversight (Operational Scope)**

- Manage on-island operational budgets, procurement, and vendor relationships
- Track expenses and coordinate reporting with TSFP/TSUS finance teams
- Identify operational efficiencies and capital improvement needs
- Ensure documentation, permits, and compliance requirements are met

### **6. People Leadership & Performance**

- Coach and develop direct reports
- Serve as the visible, authoritative on-island leader modeling professionalism, service excellence, and cultural respect

- Set specific performance standards for team members, holding them accountable to meeting expectations
- Coach and manage staff with a focus on:
  - a. Guest interaction standards
  - b. Safety and preparedness
  - c. Reliability and accountability
  - d. Alignment with atoll conservation, science and Tetiaroa Society mission
- Track guest and other key stakeholders' feedback on Guides and Rangers and adjust performance accordingly
- Conduct performance feedback and support hiring, onboarding, and training in partnership with TS leadership and with Brando input

## 7. Safety, Risk & Compliance

- Own operational safety across facilities, vessels, field activities, and guest-facing experiences
- Ensure compliance with environmental, maritime, labor, and health & safety regulations
- Lead incident response, documentation, and follow-up

## Required Skills & Qualifications

### Technical & Professional Experience

- 8+ years in operations leadership in hospitality, resorts, eco-lodges, remote facilities, or complex field environments
- Proven experience managing facilities and logistics
- Strong scheduling, deployment, and people-management skills
- Demonstrated guest-service mentality and service-recovery experience
- Comfort working alongside luxury hospitality operators
- Strong relationship-management and diplomacy skills
- Budget management and operational financial tracking
- Health, safety, and environmental compliance experience
- Fluency in French and English (required)
- Proven ability to meet job expectations without direct on-site supervision

### Leadership & Interpersonal Skills

- Calm, decisive, and solutions-oriented
- Success navigating challenging conversations with staff and collaborators
- Culturally respectful and emotionally intelligent
- Comfortable living and leading in a remote environment
- Ability to unify teams around shared purpose and values
- Ability to effectively communicate with subordinates, supervisors and peers

## What Success Looks Like

- The atoll runs reliably and professionally, with facilities, logistics, staffing, and systems consistently prepared, safe, compliant, and guest-ready.
- Scientific, conservation, and education programs execute smoothly on the ground, with operational delivery fully aligned to CASUP requirements and leadership priorities.
- Researchers, students, partners, and authorized guests experience excellence, reflected in safety, preparedness, hospitality, and clarity of engagement.
- The partnership with The Brando functions as one coordinated ecosystem, with seamless logistics, clear roles, effective communication, and high guest satisfaction.
- On-island teams are well-managed and accountable, with clear expectations, fair scheduling, strong performance standards, and visible leadership presence.
- Operational risks are anticipated and managed, with strong safety practices, compliance, and effective incident response.
- Tetiaroa Society is represented daily with authority, diplomacy, and professionalism, reinforcing trust, credibility, and the Society's transition from goodwill to disciplined governance.

## Annual salary range

6,000,000 to 7,800,000 XPF / \$58 400 to \$75 900 USD

*Inclusive of housing, meals, and transportation to and from the island, and benefits.*

## Tetiaroa Society Values

Core Value	Meaning at Tetiaroa Society
<b>Stewardship</b>	Every project must strengthen the long-term health of the atoll and the people connected to it.
<b>Integration of Knowledge</b>	Blend science, traditional Polynesian wisdom, and innovation - each strengthens the others.
<b>Transparency &amp; Accountability</b>	Operate openly, measure impact, and use resources responsibly - including those entrusted by donors and partners.
<b>Collaboration</b>	Work hand-in-hand with the landowner, The Brando, other non-profits, local communities, governments, and global research networks.
<b>Education &amp; Empowerment</b>	Inspire understanding and ownership of conservation goals through immersive learning for guests, students, and local residents alike.

<b>Cultural Respect</b>	Honor the mana of Tetiaroa - its stories, people, and spiritual essence - as inseparable from its natural systems.
<b>Innovation for Good</b>	Use the atoll as a testbed for solutions that can reduce environmental impact, restore ecosystems, and be replicated across island nations.