

NORTHWEST MARITIME CENTER

Port Townsend, Washington



JOB DESCRIPTION: House Manager

Under the supervision of the Operations Coordinator, the House Manager works as part of a team and independently to ensure that each client has a successful event experience at the Northwest Maritime Center. Specifically, the House Manager is responsible for setting up/breaking down events, securing the facility after an event, being the face of the NWMC during events, and running/troubleshooting the A/V system.

PRIMARY RESPONSIBILITIES:

- **Point of contact for clients** – during events, the House Manager is the representative of the NWMC and as such, assists with needs, questions, concerns of clients, as well as caterers, in a professional manner, offering the highest level of customer service
- **Monitoring NWMC liability interests**—During facility rentals at the NWMC, responsibilities include making sure that the facility is being used appropriately and respectfully, securing all NWMC equipment and inventory at the end of an event
- **Set-up & Break down of events** – working with a floor plan, the House Manager sets up tables, chairs, A/V equipment, sandwich boards and then breaks down at the end of an event. Keeping clients and caterers accountable for their responsibilities per contract
- **Additional duties** – helping with in-house NWMC events, such as Wooden Boat Festival, Race to Alaska Ruckus, and other smaller events as needs arise; meeting potential clients during weekend to show venue; and other assigned projects

GENERAL OPERATIONS

While this position's primary responsibility is in creating a successful event experience, the House Manager will work as part of the NWMC team to ensure smooth operations for the organization as a whole. This could include providing information to visitors to the Maritime Center and helping out in projects and events that require all-hands-on-deck, to helping tie up a vessel coming into our dock because you happen to be standing there. We all pitch in for the heavy lifting now and then—sometimes this is metaphoric; occasionally we all have to actually help lift something heavy.

MINIMUM QUALIFICATIONS

- 2+ years relevant experience
- Demonstrated ability to work independently, and as a team
- Flexibility, patience, calm under fire, thick skin, and a sense of humor
- 21 years of age or over
- Ability to lift 50 pounds



PREFERRED QUALIFICATIONS

- Competency with A/V equipment
- Current MAST permit and/or Food Handlers Permit
- Working knowledge of maritime culture, boats, or local marine trades

WHY YOU WANT TO WORK HERE

There are rare moments when organizations have the combination of a talented and motivated staff, a powerful board, a healthy and productive work culture, are executing well on existing programs but still innovating and looking for the next step—we're in that moment, and it's exciting.

The NWMC is dynamic, growing, and making a difference in our community. We are roughly twice the size we were seven years ago, debt free, and helping solve community problems like systemic improvements in our public schools, economic development, and job training—plus all of the fun stuff like kids programs, festivals and adventure races. Our waterfront campus is vibrant with a multitude of compelling activities, and all of them done to meet or advance industry best practices. In the words of a board member: "We don't do B work."

On top of it all, you'd get work on the water and live in Port Townsend: natural beauty, heritage buildings, arts community, wooden boats, zero traffic jams. The Maritime Center's relative scale to our small town means that the effects of our success can be observed in the success of our community. You'll be doing meaningful work for the place you live and your efforts will make a tangible difference.

Right team, right moment, the right momentum, and the chance to move the needle for the prosperity of an entire community: That's why we get excited to come to work in the morning, and that's why we think you should want to be here too.

Submit resume and cover letter to apply@nwmaritime.org. Include "House Manager" in the subject line.

Position is Part-time AND On-call, mostly weekends and evenings
Offices are located at 431 Water St., Port Townsend, WA 98368
Position title: House Manager
Reports to: Operations Coordinator, Kate Philbrick
Wage: \$14 - \$15 per hour, non-exempt – DOQ

