

NORTHWEST MARITIME CENTER

Port Townsend, Washington



JOB DESCRIPTION: Boat Shop Manager

The Boat Shop Manager is the public face of the Northwest Maritime Center in the Boat Shop who manages the use of the boat shop space, logistics for boat building educational programs, annual NWMC fleet maintenance, and boat shop operations. The successful candidate will have experience both managing people and fleet maintenance, and enjoy working with a diverse group of people.

PRIMARY RESPONSIBILITIES:

Management (about 30% of time)

- Develop and manage the Boat Shop budget, which includes fleet maintenance needs, program and shop operations, and boat shop classes
- Hire, train, and manage the Boat Shop Assistant and as needed seasonal boat shop instructors
- Manage diverse profile of volunteers and their engagement in Boat Shop activities and projects
- Attend meetings - Huddle, staff meetings, Program meetings, check-ins

Fleet Maintenance (about 30% of time)

- Create and manage the annual fleet maintenance schedule
- Maintain NWMC fleet of boats, collaborating with Programs department staff to juggle the needs of the fleet
- Manage the annual and monthly maintenance schedule of the NWMC fleet outboard engines, prepping in the spring, upkeep throughout the season, and winterizing in the fall

Boat Shop and Commons Operations (about 10% of time)

- Monitor safety and ensure volunteers, renters, students, and NWMC staff are following safe Boat Shop Procedures
- In collaboration with the Facility Manager and Program Director ensure orderliness and safety of the First Federal Commons Area and leased space in the Armory Building for users, including the public
- Ensure organization and function of the Boat Shop's tools, materials, and supplies in a timely and proactive manner

Boat Shop Space Management (about 15% of time)

- Manage Boat Shop space use and rentals including marketing and networking with potential renters
- Coordinate Boat Shop availability and organization for the Wooden Boat Festival, including the organization of festival related activities, such as the Boat Building Challenge, event and presenter support, and special projects



NORTHWEST MARITIME CENTER
431 Water Street, Port Townsend, WA 98368
nwmaritime.org | 360.385.3628

Program Instruction (about 15% of time)

- Instruct and develop boat maintenance components and educational programs, and coordinate other Program use, dates, and needs with fellow Programs staff
- Lead development of new boat construction and maintenance classes
- Serve as Port Captain as needed under the guidance of the Program Director

Other duties as assigned

GENERAL OPERATIONS

While this position's primary responsibility is in managing the boat shop, the Boat Shop 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

- Experience in boat maintenance and construction, specifically wood boats, including ship carpentry, metalwork, finish work, rigging, and engine work
- Experience managing budgets, people, and schedules
- Personable with an ability to work with volunteers and staff, alike
- Comfortable working with a diverse population, e.g. the public, elementary school to college aged students, people in substance use recovery, people with special needs, and adjudicated youth
- Demonstrated abilities to seek outside expertise as necessary
- Familiarity with and sensitivity to handling and storing historic vessels in diverse conditions
- Boat handling experience, including on and off the water, hauling out, and towing

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 "Boat Shop Manager" in the subject line.

Position is full-time, exempt, 40 hours/week
Offices are located at 431 Water St., Port Townsend, WA 98368
Position title: Boat Shop Manager
Reports to: Program Director, Robin Mills
Wage: \$44,000 – 46,000 annually – DOQ

