



Title: Waterfront Manager

Hours: Full time, salaried, overtime exempt. Wednesday through Sunday schedule May-October, Monday through Friday Nov-April, generally 40 hours/week.

Description: Reporting to the Vice President of Interpretation and Visitor Experience, the Waterfront Manager will oversee every aspect of the Museum's waterfront activities including seasonal boat rentals, leading and coordinating river expeditions, rental of slip space, and coordinating visiting ships. This position requires at least 2 years of direct experience with on water programming and strong management skills.

Qualifications:

- At least two years of direct management experience with waterborne programming, preferably at a nonprofit organization.
- Small Boat Certification and Life Saving Certification
- A CG license or certification from US Sailing, US Rowing or a similar organization
- Good boat handling skills in power and sail
- Experience with all aspects of boat maintenance
- Superior record keeping skills
- Good interpersonal communication
- Patience and attention to detail
- Strong computer skills, including Excel and Word
- Flexibility with duties and hours
- A strong attention to detail and a **positive** team player attitude
- BA or BS degree preferred or equivalent work experience
- Maritime educational training a plus

Duties:

- Develop and oversee both sailing and kayak club/program
- Lead scheduled on water expeditions for groups, students, and the general public
- Manage Livery and Livery staff
- Coordinate/conduct dock maintenance
- Coordinate with Education Department annual Summer Camp and related programming and events
- Monitor and coordinate care for Floating Wetlands with Education Department
- Schedule and attend to Visiting Ships
- Observe and enforce proper safety standards
- Monitor the construction, restoration, maintenance, and repair of livery fleet
- Track all time and expenses for the Waterfront Department
- Apply for Permits for on water events
- Perform other duties as assigned

To apply:

Send a brief cover letter and your resume in an e-mail to Michael Flynn at mflynn@phillyseaport.org. No phone calls.

Independence Seaport Museum deepens the appreciation, understanding and experience of the Philadelphia region's waterways through history, science, art and community. For more information, please visit phillyseaport.org.

Location: Independence Seaport Museum, 211 S. Columbus Blvd., Philadelphia, PA 19106. The Museum is easily accessible by public transportation and nearby parking.

Independence Seaport Museum is an equal opportunity employer committed to diversity in its visitors, board, and staff. The Museum does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, age, disability, veteran status or any other legally protected class status. People demonstrating a commitment to diversity and multiculturalism are encouraged to apply.