



Title: Dock Manager

Hours: 40 hours per week

Compensation: Salary commensurate with experience, plus full benefits

Description: Reporting to the Vice President of Interpretation and Visitor Experience, the Dock Manager will oversee every aspect of the Museum's waterfront activities including rental of slip space, coordinating visiting ships, boat rentals, and on-water events such as the Walnut2Walnut Challenge. The Dock Manager will assist in developing new on-water programming in conjunction with the Education Department. This includes expedition programming as well as other rowing, sailing and paddling programs.

Qualifications:

- At least two years of non-profit management experience
- Experience with all aspects of boat maintenance
- Good boat handling skills in power and sail
- A CG license or certification from US Sailing, US Rowing or a Small Boat Certification and Life Saving Certification
- Superior record keeping skills
- Good interpersonal communication
- Flexibility
- Patience and attention to detail
- Strong computer skills including Excel, Word and CAD
- Strong management skills
- 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
- At least two years of experience with on-water programming
- Experience with on-water education

Duties:

- Administer the Waterfront Department budget
- Schedule and attend to visiting ships
- Coordinate with Education Department for annual Summer Camp and other related programming and events
- Observe and enforce proper safety standards
- Monitor the construction, restoration, maintenance and repair of Boat Livery Fleet
- Track all time and expenses for the Waterfront Department
- Oversee Livery and Livery Staff
- Perform other duties as assigned

To apply:

Send a brief cover letter and your resume in an e-mail to Michael J 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.