

Antique Boat Museum Job Description

Title: Boatwright & Shop Manager
Full time-Based on 40 hrs per week; Schedule will include special events and weekends during the open season, and transitioning to M-F schedule during the closed season
Salaried with benefits package
Position Runs: Full-time – Year Round

Reports to: Executive Director

Job Description

Reporting directly to the Executive Director, and working in coordination with the Curator, Director of Educator, Water Front Coordinator, Maintenance and Operations Manager this position provides hands-on leadership, and follow-through for all aspects of the daily operations of the ABM In-Water Fleet and boat shop programming based in the E.J. Noble Historic Stone Building. This position serves as ABM's ambassador making an important real-life connect to guests who pass through the Stone Building located at the center of the campus.

Responsibilities

In-water Program

Pre-season (Mid-March, April, early May):

In coordination with WFC:

- Move boats out of winter storage to shop parking lot/staging area
- Charge batteries; de-winterize all engines, prepare for launch;
- Launch motorized fleet boats at ramp; and coordinate boat launch of larger motorized boats by travel lift (at nearby marina).
- Follow pre-launch protocol for smaller sailing vessels. This includes body inspection, re-seaming, and possible painting, cleaning.
- Launch (with slings) sailing vessels and rig sailing vessels

Season: May – October

- Perform regular scheduled maintenance on fleet vessels: oil and filters every 100 hours.
- Communicate with mechanic (and/or mechanic intern) to oversee:
- Unscheduled mechanical maintenance (Diagnostic/corrective procedure of electrical systems, mechanical systems; prop change haul outs. A majority of these issues corrected without loss of service or cancellation of Friend of Museum ride.)
- With mechanic perform major surgery (engine removals/ replacements).
- Communicate with volunteer captains in order cultivate daily/weekly information of boat performance
- Cosmetic maintenance on all boats during season, potentially requiring haul out.
- Perform structural repairs; Post USCG/COI exam required, time sensitive repair work.

- Trained crew for *Zipper* trips; *Pardon Me* deliveries.
- Trained assistant for Hoyer Passenger Lift.
- Perform maintenance and repairs on smaller sailing vessels without interruption to sailing Tuesday and Event Sailing (occasionally requiring haul out)
- Routine, pre-season, & emergency maintenance of safety boats
- Attend initial Tuesday Night Sailing & Rowing, in order to access boat, perform any repairs.

Post-Season (October, November):

- Coordinate haul out of fleet boats by trailer and travel lift.
- Cleaning and winterization of all engines inboard and outboard.
- Careful storage of boats in barns.
- Repair/Restoration of all in-water vessels (small and large) in order to prepare for next season
- Winter projects with volunteers: past projects have included: Kensington bottom project, rebuilding transom of Chris-Craft, bottom repair of CC, several total refinishing of Miss TI.

Educational Programming

Work in Conjunction with Educator to:

- Develop, Oversee, and Teach programming offered in the Stone Building.
- Participate in the scheduling of Stone Building Use;
- Schedule demonstrations for Event days (whether performed by outside individual or Shop Manager)

Administrative Responsibilities

- Keep records & pictures for all maintenance, repair, & restoration, including filling out condition reports
- Order and Budget shop supplies
- Track inventory of Epiphany and Mirka products (ABM has a sponsor/in-kind relationship with both companies), coordinate with Associate Director of Advancement on communication with each company
- Tool maintenance (both power and hand)
- Identify potential restoration projects (Budget, Timeline, and potential programming/demos built around projects)
- Build in Shop Infrastructure (Organize, Arrange, Build more accessibility)

Liaison for Boat Shop Volunteers

- Work with groups of year round and seasonal volunteers in the boat shop to maintain small craft working fleet, special projects, and other institutional wood working needs.
- Foster good will and communication with the volunteers
- Recruit and work with new volunteers when needed and if interested

Curatorial

Assist Curator with:

- The moving and relocation of collection objects
- Exhibit maintenance and installation, although rare in the summer months
- Assessing collection objects, specifically boats, for potential collection based projects, ranging from partial and full restorations to stabilizing and documentation for the purposes of expanded understanding and on-going object cataloging.

- Hauling and transporting special temporary exhibits, which in general includes boats on trailers, to fellow museums and/or Boat Shop.

Position Skills/Experience

Minimum of four years of experience in a variety of ship and boat maintenance, preservation or restoration projects. Time spent in formal Boat Building Programs may replace up to two years of experience.

A high level of aptitude and ability in carpentry, finish work, rigging, etc. as related to traditional watercraft preservation and new construction. Some knowledge in marine engine and systems a plus (or willingness to learn on the job).

Experience in educational boatbuilding or programming

Experience in administration tasks such as budgeting, ordering, and organizational items

Possesses good communication skills, both face-to-face, and via phone, e-mail, etc

Experience in research related to watercraft preservation and specific assignments

Capability of interacting and communication with Museum Visitors while maintaining project timelines

Willingness to work flexible hours in performance of responsibilities

Willingness and ability to work with non-professional boat shop volunteers

Job requires bending, lifting, climbing, and prolonged physical activity and exposure to all weather conditions

Hold a valid driver's license

Hold or be willing to achieve a State Safe Boating Certificate

Basic computer skills, including Microsoft Word, Excel, and Outlook