

NORTHWEST MARITIME CENTER

Port Townsend, Washington



JOB DESCRIPTION: House Manager

Under the supervision of the Administrative 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



NORTHWEST MARITIME CENTER
431 Water Street, Port Townsend, WA 98368
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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

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: Administration Coordinator, Kate Philbrick

Wage: \$13 - \$15 per hour, non-exempt – DOQ

Deadline for applications: Open until filled

Please send resume and cover letter to kate@nwmaritime.org

