

NORTHWEST MARITIME CENTER

Port Townsend, Washington



JOB DESCRIPTION: Event Operations Coordinator

Joining a collaborative team charged with hosting both the big and small events of the Northwest Maritime Center, the Event Operations Coordinator will support the Events Director in the successful execution of the logistical requirements necessary to the event plans. You will oversee the operational details from planning, development, production, implementation, and closeout. Provide leadership, motivation, direction, and support to Volunteer Captains and volunteers, and work closely with other departments to meet the successful operational goals of the various NWMC events. Opportunity for growth for a motivated candidate with a keen eye for detail and a passion for community building in this fast-paced role.

PRIMARY RESPONSIBILITIES:

Management of Events Hosted by NWMC:

- Manage logistics/operations for on- and off-site events:
 - Race to Alaska events – Ruckus in Port Townsend, Racer dinner in Victoria, BC, Blazer Party at Wooden Boat Festival
 - Seventy48 events – in Tacoma and Port Townsend leading up to R2AK in June
 - Wooden Boat Festival – largest NWMC hosted event held annually the weekend after Labor Day in September
 - Fundraising events – Navigator Night out, She Tells Sea Tales, and other smaller events throughout the year
 - Other events as assigned
- Coordinate with Sponsorship team to meet fulfillment terms of sponsorship agreements
- Work closely and collaboratively with the Public Engagement Manager to provide leadership to Volunteer Captains and volunteers for successful volunteer engagement at the various events

Event Planning and Execution:

- Coordination of direct communications with vendors, boaters, presenters, and other participants as necessary leading up to and throughout events
- Pre-event Planning and Set-Up:
 - Collaborate with the Event Director and Public Engagement Manager to create job timelines, job descriptions, volunteer needs, and emergency planning manuals
 - Coordinate and lead Volunteer Captains' meetings and orientations
 - Update and maintain event organizational "Captains' clipboards" with the necessary information for Captains success
 - Manage Presenter/Band contracts with Finance Department including dispersing payment



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- Manage the distribution, organization, and delivery of banners, signage, organizing materials, wristbands, parking passes, maps, timelines, lanyards, t-shirts, and other event needs to appropriate parties in a timely manner
- During Event
 - Assure smooth operations, willingness to jump in to help where help is needed, problem-solving issues as they arise, and documenting incidents and issues for future events
 - Facilitate a welcoming environment for vendors and food vendors, and act as the main point of contact for their needs throughout the event to cultivate good relationships
 - Work with Point Hudson tenants and close neighbors to ensure good relations during events, especially during Wooden Boat Festival and Race to Alaska Ruckus
- Tear-Down and Post-event
 - Coordinate and oversee tear-down, managing inventory, rental returns, and efficient storage of event supplies
 - Oversee completion of events through final clean up
 - Document debrief of each event
 - Track recommendations for improvements and ensure implementation through planning future events
 - Collaborate with the Event Director and Public Engagement Manager on the planning and execution of the Captain's dinner
 - Manage Captains stipends and thank you notes for partners and volunteers

Other duties as assigned

GENERAL OPERATIONS

While this position's primary responsibility is in event management, the Event Operations Coordinator 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 of Event operations, hospitality, catering, or relevant experience managing space, activity, and people
- Fantastic interpersonal skills which enable you to work effectively in a team and communicate quickly and efficiently under pressure
- Willingness to take initiative to proactively solve problems and make decisions on the fly in alignment with the mission



- Flexible and thrive in high-octane fast-paced team environment and able to comfortably work independently
- Strong computer skills especially comfortable with Google Suite and MS Office Suite with a willingness to learn new systems
- Demonstrated customer focus and service skills
- Must love events and event life!

PREFERRED QUALIFICATIONS

- Commitment to community and service, particularly in work with our volunteers
- Experience putting on large events and/or festivals
- Enthusiasm for maritime culture/wood boats/local marine trades

WHY YOU WANT TO WORK HERE

There are rare moments when organizations have the combination of a talented and motivated staff, an engaged 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 pandemic had significant impacts on our organization and our ability to serve our community—just as it affected other organizations. We shifted activities and made some hard choices but did so to preserve the resources that are enabling us to rebuild as we return to normal service levels.

We are now on a path growing beyond our pre-pandemic size. The work of our board and our team is key to that growth and rebuilding, and we want you if you have the skills to help the team succeed and are excited to be part of the team that is using this moment to not just survive, but scale.

The NWMC is dynamic, making a difference in our community, and taking an increasing role in the region. We serve individual students and program participants, but we also work to help solve community problems like systemic improvements in our public schools, economic development, job training, and working regionally to pair the opportunities in the maritime industry with the need to address systemic oppression in communities of color. 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 to work on the water in Port Townsend: natural beauty, heritage buildings, arts community, wooden boats, zero traffic jams. The Northwest 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.



The Northwest Maritime Center is an equal opportunity employer that welcomes and encourages individuals of all cultures and communities to apply.

APPLICATION PROCESS

Submit resume and cover letter to apply@nwmaritime.org. Include "Events Operation Coordinator" in the subject line. In the cover letter please provide brief answers to the following questions:

- What interests you the most about working with the Northwest Maritime Center?
- What is your connection Port Townsend or the Salish Sea?
- Highlight your experiences managing spaces, activity, and/or people.

Position is part-time, averaging 20 hours/week with periodic increases during peak events

Offices are located at 431 Water St., Port Townsend, WA 98368

Reports to: Events Director

Wage: \$19 – \$21 per hour, non-exempt – DOQ

Benefits: Health, Dental, Vision, Paid Time Off, Flexible schedule

COVID-19 Precautions: Following all federal, state, and local health guidelines and all staff are strongly encouraged to be fully vaccinated against COVID-19

Deadline for applications: open until filled, application review begins on January 19, 2022

