

NORTHWEST MARITIME CENTER

Port Townsend, Washington



JOB DESCRIPTION: Venue Coordinator

The Northwest Maritime Center is many things, but among those, we are a premier venue rental in Port Townsend. We provide a stellar view with a flexible rental venue, and part of our success is our knowledgeable customer-service-oriented Venue Coordinators. Join our team to ensure that each client has a successful event experience. Working independently, you will be 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 Venue Coordinator is the representative of the NWMC and as such, assists with needs, questions, concerns of clients, as well as vendors, 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; and upholding COVID-19 mitigation measures and procedures in alignment with public health guidelines and the NWMC Safe Work Considerations plan.
- **Set-up & Break down of events**—Working with a floor plan, the Venue Coordinator 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 the weekend to tour the venue; and other assigned projects.

GENERAL OPERATIONS

While this position's primary responsibility is creating a successful event experience, the Venue 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

- Demonstrated ability to work independently, and as a team
- Flexibility, patience, calm under fire, and creative problem solving
- Responsible, detail-oriented, proactive, and have the ability to represent the NWMC in a friendly and enthusiastic manner
- Previous customer service experience



431 Water Street
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- Available to work evenings, weekends, and holidays
- Competency with A/V equipment
- 21 years of age or over
- Ability to lift 50 pounds

PREFERRED QUALIFICATIONS

- Current MAST permit and/or Food Handlers Permit
- CPR and/or First Aid Certification
- Interest in maritime culture, boats, or the local marine trades

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

Submit resume and cover letter to apply@nwmaritime.org. Include "Venue Coordinator" in the subject line.

Position is Part-Time AND On-Call, generally weekends and evenings

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

Reports to: Campus Coordinator

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

Wage: starting at \$16 per hour, non-exempt – DOQ

Deadline for applications: open until filled, application review begins on April 1, 2022

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 have now grown 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.

