# Herreshoff Marine Museum

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| Job Title: **Dockmaster** | Revised by: Kirk Cusic |
| Department: Waterfront | Job Grade: Seasonal/Part Time |
| Revision Date: 9/23/21 | Fair Labor Standards Act (FLSA):  |

Position Overview

Herreshoff Marine Museum (HMM) is hiring a Dockmaster (seasonal/part time/no benefits) for the season. The Dockmaster will be responsible for the operation and cleanliness of the museum’s waterfront and will serve as the primary liaison between the museum and its dock tenants as well as visiting yachts. The Dockmaster performs an essential function at the museum and is the chief museum ambassador on the waterfront. The Dockmaster is often the first representative of HMM that guests will meet when arriving by water.

Essential Job Functions

**Enforce Safety Procedures:** Use safe procedures at all times. Advise others who are seen engaging in unsafe activities.

**Management of the Online Reservation System:** Respond to all requests for mooring and dockage within 8 hours and ensure that reservations are paid.

**Assist Customers:** Respond to inquiries about dock or mooring reservations. Communicate with customers by VHF to assign moorings or dock space, assist them in finding their assigned moorings or dock space. Be on hand to help with docking.

**Assist Adult Sailing Instruction:** Assist with all aspects of the adult sailing instruction program. Teach private lessons and adult evening classes as needed.

**Assist Events Manager:** Assist in set up and break down for all museum events and functions. Perform other tasks as assigned to ensure complete event venue customer satisfaction.

**Monitor the Boats:** Each morning and afternoon, check that all boats on moorings or at the dock are registered and have paid. Go to any boat that has not paid and collect payment. Check that all dinghies at the dock have stickers or belong to transient boats on paid moorings.

**Perform Daily Inspections:** Walk around the docks and tent area in the morning and afternoon. Pick up and properly dispose of any debris. Look for items that may need repair and make a list of items that cannot be immediately fixed and enter them into a maintenance log. Check vacant moorings and clean them. Check all HMM Sailing School boats daily, bail as required.

**Sailing School Rental Fleet**: Assist members of the rental program with checking out and returning a boat by either bringing members to the boat or bringing the boat to the dock. Tracking hours of usage and conducting end of rental inspection.

**Track Seasonal Customers:** When seasonal customers leave their slips or moorings, try to ascertain the length of time they will be away so we will know when their space will be available for transients.

**Inspect Grounds:** Establish a schedule for weekly inspection of the gardens and cobblestone areas. Notify the gardener and the Executive Director of issues that need correction.

**Raise and Lower Pier Flags:** If weather permits**,** raise the country flags on the pier every morning, and take them down each evening before leaving.

**Requirements**

While no professional certification is required for this position, applicants should be comfortable on the water and be familiar with the sailing and power boats as well as be able to perform the following tasks:

* Operate HMM safety boat
* Coil and throw a line
* Tie a variety of knots including a bowline
* Cleat a line
* Properly operate a VHF radio

Other Skills/Abilities

In addition, the HMM Dockmaster is often the first person with whom a visitor comes into contact. The HMM Dockmaster will be in uniform (issued by HMM) and must always exhibit cleanliness and courtesy while on the grounds. The dockmaster must be knowledgeable about all operations at the museum and be able to communicate these operations to perspective customers.

**Dates, Hours & Compensation**

Between April 15th and October 30th, the HMM Dockmaster will be on duty for 35 hours per week but may be required to work additional hours, during the following days/times:

Wednesday 2-8 PM

Thursday 2-6 PM

Friday 11-8 PM

Saturday 10 AM -8 PM

Sunday 10 AM -4 PM

Compensation for this position is $15/hour or $525/week based on a 35-hour week.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the organization.