



Title: Historic Ships Preservation Manager

Hours: Full-Time; some weekends required; some evenings, holidays, and special events work may be required; may be called-in to assist with major emergencies on scheduled days off

Reports to: Director of Education

Description: The Historic Ships Preservation Manager will interact effectively with visiting public and staff with a main focus on historic ships conservation, restoration, and repair tasks. This position reports directly to the Director of Education. The Historic Ships Preservation Manager oversees the team within and across departments to help advance the mission and vision of Independence Seaport Museum.

Qualifications:

- Five years' experience in marine operations, people management, ship maintenance, museum maintenance, artifact handling, building maintenance, or other similar field.
- A strong background or interest in mechanical and maintenance fields needed.
- Experience with safely and accurately using various tooling, both hand and power-operated.
- Work collaboratively with a team, or independently, with initiative.
- Effectively manage materials and provide clear, comprehensive reporting.
- Good communications and administrative skills needed.
- An understanding of historic preservation standards, curatorial practices, maintenance, and interpretation of artifacts or historic sites necessary.
- Holding active automotive Driver's License and/or Marine credentials is a plus.
- Willingness to undertake other shipboard duties and special projects as assigned.
- Must be able to lift 50 lbs., work outside in heat and cold, safely handle ladder and staging work, operate at heights and work in confined spaces.
- Requires knowledge of job safety practices, safe use of tools, and handling of ship maintenance materials.

Essential Duties:

- Supervise the Shipboard Preservation Technicians and set the daily schedules for projects.
- Perform routine duties in service to the visiting public and in maintaining the historic ships.
- Perform routine ship keeping maintenance tasks including regular ship cleaning, snow removal, safety patrols, painting, damage control, machine and electrical maintenance, artifact handling, woodworking & steel work.
- Delegate and manage regular cleaning and maintenance projects and tasks done by Shipboard Educators.
- Project planning and oversight for historic ships preservation and maintenance, with the help of the Manager of Historic Ships.
- Participate in major grant and capital projects.
- Serve as an additional point of contact for relevant contractors, suppliers, external collaborators, and emergency personnel and oversee contractors for relevant projects.
- Assist the Manager of Historic Ships as needed and fill in for duties when the staff are not available.
- Develop knowledge of the history of the historic ships and work with the Shipboard Educators to deliver information to the public consistent with the museum's mission for the ships.
- Administers and oversees relevant budget lines and project budgets as needed.
- Oversee volunteer or docent projects pertaining to cleaning, maintenance, and preservation.
- Assist with the management of volunteers and contractors.

The Independence Seaport Museum is an Equal Opportunity Employer that values diversity, inclusion, and equity as matters of fairness and effectiveness. We are committed to hiring and retaining a staff that reflects the diversity of the communities we serve, fostering an inclusive working environment where staff of all backgrounds feel welcomed and

engaged in our mission. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

To apply:

Submit a brief cover letter and your resume to us via <https://phillyseaport.isolvedhire.com/jobs/> . No phone calls.

Independence Seaport Museum allows visitors to discover Philadelphia's river of history and world of connections. For more information, please visit www.phillyseaport.org.

We are located on Penn's Landing at 211 S. Columbus Blvd., Philadelphia, PA 19106. The Museum is easily accessible by public transportation and nearby parking and is ADA accessible.