



Finger Lakes Boating Museum

Job title: Boatwright & Collections Manager

Reports to: Executive Director

Wage: \$18.00-\$20.25 per hour

Status, Hours: Full-time, non-exempt. Health insurance and retirement eligible; work schedule of 40 hours per week with some overtime and flex time across evenings/ weekends/ holidays required.

Overview:

The Boatwright & Collections Manager is a unique, mission-critical position at Finger Lakes Boating Museum. Over 100 mostly wooden boats are on display at the museum and many more reside in FLBM collection storage. The Museum also displays boats and boating memorabilia at offsite shows and temporary exhibits throughout the year. The Museum designs and hosts over a dozen boatbuilding, motor restoration, and other related workshops each year. The incumbent must be multifaceted in capabilities and expertise. The position is responsible for understanding and promoting Finger Lakes boating history and has four principal components: wooden boatbuilding; volunteer and public education in woodworking and boat building skills; oversight of the FLBM collection; and serving as a primary contact for key areas of FLBM campus operations.

Finger Lakes Boating Museum (FLBM) located in Hammondsport, is a 501(c)3 non-profit organization chartered by the state of New York as an educational entity. The FLBM is dedicated to preserving the history of Finger Lakes boat builders and promoting and celebrating boating heritage in the Finger Lakes. Staff fulfill FLBM's mission, vision, and goals by working individually and collaboratively with a large team of volunteers to encourage the public's access to our collections, programs, and resources.

To apply: email letter of interest, resume, and contact information for two references to: executivedirector@flbm.org

Principal Responsibilities (all scope-of-work areas include other responsibilities as assigned as the needs of the Museum require):

Boatwright – 35%

- Serving as the lead expert in all aspects of boat building and restoration, including: taking lines off of a vessel, drafting build plans manually and with the aid of computer drafting tools, selecting historically appropriate materials and techniques for builds/restorations, etc.
- Managing and overseeing the boat shop inventory, materials, and safe operation of equipment; assuring adequate supplies of boat building materials.

- Prioritizing, planning, and managing boat building and collection restoration projects in coordination with the FLBM Collections & Exhibits Committee with projects focused on the maintenance and upkeep of the FLBM passenger vessel The Pat II and other on-water passenger and demonstration vessels
- Coordinating collection display as part of on- and off-site exhibits, including FLBM participation in annual antique and classic boat shows, and projects that support member/ stakeholder fulfillment and retention.
- Drafting and maintaining shop safety and collections management documentation and ensuring adherence to all procedures.
- Supervising boat hauling to and from events around the FLBM campus, keeping records of when boats are entering and leaving the FLBM collections.

Teaching & Volunteer Management – 30%

- Serving as the lead instructor and coordinator for the FLBM Boating Academy including designing and delivering engaging hands-on programs related to the collection, restoration, and a variety of boating related projects and helping recruit volunteer and other guest instructors as needed.
- Supervising FLBM volunteers to promote boat building and collections handling skills, including volunteer recruitment, training, and time-tracking.
- Serving as a liaison with the Education Committee, helping to plan and promote workshops and classes; closely collaborating with others on the FLBM team.
- Demonstrating skills and interpreting exhibits and collections to guests of the Museum and at off-site programs and events.

Collections Management – 20%

- Maintaining the collections database, managing the acquisition of new collection items and preparing them for review by the Collections & Exhibit Committee
- Researching and documenting the provenance of collection items and supporting information used in exhibits and public education programs
- Maintaining collections storage in accordance with Museum best practice
- Serving as the staff liaison to the Collections & Exhibits Committee

Museum Operations –15%

- Coordinating and tracking ongoing and new projects on the FLBM campus linked to the improvement of the buildings and grounds
- Supervising volunteer assignments and work team projects, tracking and reporting on progress.
- Serving as the point of contact for vendors and contractors
- Working with the executive director to inform capital and major maintenance planning and fundraising

Qualifications/ Skills:

- Graduate of a wooden boatbuilding program or equivalent education/experience
- 2 years experience working in wooden boatbuilding and/or marine industry; Museum experience a plus

- Demonstrated excellence in traditional wooden boatbuilding techniques
- Experience complying with safety management practices including proficiency using and maintaining shop machinery and power hand tools
- A passion for being on the water, historic boats, and seamanship
- Ability to work in a diverse team setting
- Experience working with volunteers and a passion for building community
- Computer proficiency including programs used for boat design and lofting and database management
- Strong, effective communication skills including demonstrated aptitude for teaching skills to volunteers, apprentices, and the public; must be comfortable building in full public view

Standards:

- Supportive of Museum mission, vision, goals and of the success of the Museum Team
- Accuracy, thoroughness, and attention to detail in new and repeated transactions
- Consideration of others as demonstrated in demeanor and interactions
- Adaptability in a changing environment and openness to learning new things

Physical Requirements:

- Prolonged periods standing, climbing, bending, and kneeling
- Must be able to lift up to 50 pounds at a time
- Must be able to safely work with sharp tools and power equipment
- Must be able to work in a variety of weather conditions and terrains
- Must have manual dexterity, a good sense of balance, and excellent hand-eye coordination

Finger Lakes Boating Museum is committed to diversity and inclusion and a policy of equal employment opportunity with respect to all employees, interns, and applicants for employment. We recruit, hire, train, and promote without discrimination due to race, color, sex, age, disability, religion, citizenship, national origin, military or veteran status, marital status, gender identity and expression, sexual orientation, and any other status protected by applicable federal, state, or local law.