



CHESAPEAKE BAY MARITIME MUSEUM

213 NORTH TALBOT STREET | ST. MICHAELS, MD 21663 | 410-745-2916 | CBMM.ORG

POSITION: VICE PRESIDENT OF SHIPYARD & MARINE OPERATIONS

REPORTS TO: PRESIDENT & CEO

The Chesapeake Bay Maritime Museum explores and preserves the history, environment, and culture of the entire Chesapeake Bay region, and makes this resource accessible to all. As a vital community partner and industry leader, CBMM will create engaging, immersive, and transformative experiences that educate and inspire individuals throughout the Chesapeake Bay region and beyond.

POSITION SUMMARY

CBMM's VP of Shipyard & Marine Operations ("the VP") will plan, direct, coordinate, and oversee activities for all CBMM's marine-related activities, which currently includes our working Shipyard, water activity programming and private charters, and a charity boat donations program.

CBMM's working Shipyard restores, builds, and maintains traditional wooden vessels, while allowing full public access to the process. The Shipyard supports the conservation of CBMM's collection vessels, undertakes private contracts and commissions, runs a certified four-year shipwright apprentice program, and offers shipyard-related educational programming.

The Marine Sales & Operations department operates three USCG certified passenger vessels, and a charity boat donations program, both being essential sources of revenue for CBMM.

The VP is charged with ensuring the strategic development and implementation of efficient operations, safe and cost-effective systems to meet current and future needs.

All members of CBMM's senior leadership team are expected to develop opportunities and grow resources to expand and enhance CBMM's mission in alignment with our strategic plan.

KEY ATTRIBUTES

- At least 10 years of industry-related experience in business administration, logistics, project management or another industry-related field or equivalent experience.
A minimum of three years in a senior level management position.
- Captain's License preferred, including experience with USCG compliance.
- A knowledge and interest in historic Chesapeake Bay craft, their restoration and care would be beneficial.
- Extensive knowledge of the principles, procedures, and best practices in the marine industry.
- Experience with vessel charters and sales operations.
- Excellent verbal and written communication skills.
- Strong supervisory and leadership skills.

- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Proficiency with Microsoft Office Suite and/or related software.

PRIMARY RESPONSIBILITIES

- Establish, implement, and communicate the strategic direction of CBMM's Shipyard and Marine Operations departments.
- Collaborate with executive leadership to develop and meet organizational goals while supplying expertise and guidance on departmental projects, systems, and best practices.
- Effectively collaborate with other departments to carry out CBMM's strategic goals and objectives.
- Establish and administer departmental budgets.
- Oversee the daily workflow of the Shipyard and Marine Operations departments.
- Review and approve billing, inventory, labor allocation, cost estimates, and staffing requirements for existing and new department projects.
- Present timely performance reports and metrics to the CEO, CFO, and other leadership.
- Recruit, interview, hire, and train management-level staff in the Shipyard and Marine Operations departments.
- Provide constructive and timely performance evaluations for department leads.
- Handle discipline and termination of department employees in accordance with CBMM's employment policies.
- Identify, recommend, and implement new processes and systems to improve and streamline departmental processes and use of resources and materials.
- Ensure that departmental decisions and project plans such as those for staffing, material efficiency, equipment acquisitions, and facilities are in line with CBMM's budget and vision.
- Ensure that project plans for private contracts and commissions are established and followed; steward current contracts and their clients; seek additional private contracts and commissions.
- Ensure USCG compliance and relationship management for all certified vessels.
- Establish, communicate, and implement departmental-related policies, practices, standards, and safety compliance measures (inc. OSHA) to ensure effective and consistent support and execution of all departmental responsibilities.
- Identify departmental training needs and ensure timely development and consistent delivery.
- Maintain market knowledge of emerging trends in boat sales, charter operations, vessel maintenance, and conservation.

This position is a full time, exempt, salaried position of CBMM with an expected minimum work schedule of 40 hours per week. All staff is expected to be available to work a flexible schedule that may include evenings and weekends.

The VP Shipyard Operations is expected to be present for all special events/advancement functions unless otherwise arranged with the President & CEO and may be assigned to work in a capacity alternate to that defined.