



Wisconsin Maritime Museum

Location: 75 Maritime Drive, Manitowoc, WI 54220

Job Title: Groups and Overnight Coordinator

Reports to: Operations Manager

Job Type: Full-time (40 hours per week)

Compensation: \$17/hr with full benefits

Application Deadline: November 15, 2023

As a part of the Wisconsin Maritime Museum the ideal candidate will be responsible for coordinating the USS Cobia overnight and museum group program activities that are aligned with the museum's strategic plan.

Position Description and Expectations:

Responsibilities:

- Manage existing booking system for museum group and overnight programs
- Work with all museum departments to improve, update, and enhance group and overnight programs
- Serve as the museum's main point of contact for program questions
- Be cross trained in numerous visitors' services positions including: front desk, tour guide, and event support
- Comfortable leading programs onboard USS Cobia (WWII submarine, dockside only)
- Available for some evening and weekend hours
- Coordinate with the Communication Department to promote and grow overnight and group programs
- Work with the Operations Manager to train and manage the overnight program staff

Preferred Experience:

- Demonstrate a track record of increased responsibility in organizing and delivering educational programs
- Demonstrate superior organizational skills particularly in program management
- Demonstrate superior written and oral communication skills
- Demonstrate excellent customer service
- Be a storyteller with a passion for non-profit, history and/or the Great Lakes region

- Must be an approachable, motivated and self-manager with the ability to communicate to all stakeholders including the board, members, media, visitors, donors, and the local community
- Demonstrate a willingness and ability to embrace and overcome challenges.

Desired Qualifications:

- Degree from an accredited four year institution of higher learning (preferred)
- Experience working in a customer service capacity
- Background leading educational programs
- Familiarity with Google Suite and Microsoft programs; website and social media experience preferred

Candidates will be expected to start no later than January 2, 2024, with a preference to begin December 1, 2023.

This job description is intended to convey information essential to understanding the scope of the Groups and Overnight Coordinator position and it is not intended to be an exhaustive list of qualifications, duties, or responsibilities associated with the job.

ABOUT THE MUSEUM

The Wisconsin Maritime Museum was founded more than 50 years ago as a small submariners' memorial that would recognize Wisconsin's contributions to WWII efforts. Since then, we've grown to be one of the largest maritime museums in the Great Lakes region, with exhibits on shipwrecks, maritime industry, ship models, art and more. The institution is accredited by the American Alliance of Museums.

Our mission is to connect all people with Wisconsin's waterways, by engaging and educating the public about the Great Lakes, Wisconsin's maritime history, Wisconsin's World War II submarines and USS Cobia.

ABOUT MANITOWOC

Located along the western shore of Lake Michigan, Manitowoc is a vibrant community of nearly 40,000 residents with a thriving downtown filled with unique restaurants and business. The city is 90 minutes north of Milwaukee and 40 minutes south of Green Bay. Shipbuilding has played a role in Manitowoc's past from the schooners of the 19th century, to the world-class, luxury yachts built by Burger Boat Company of today. Stroll the riverwalk to the lake and watch freighters move tons of materials in and out of our hard working port.

COMMITMENT TO DIVERSITY, EQUITY, ACCESSIBILITY & INCLUSION

The Wisconsin Maritime Museum is an equal opportunity employer and does not discriminate based on race, gender identity, age, class, sexuality, religion, ability or national origin. WMM is committed to advancing equity and diversity both in the organization and in the museum field. We welcome applications from BIPOC (Black, Indigenous, People of Color) candidates, people with disabilities, LGBTQ+ individuals and others with experience in meaningful diversity, equity, inclusion and accessibility engagement.

Inquiries and Applications:

Please email questions to asaldivar@wisconsinmaritime.org

Applicants can send cover letter and resume to asaldivar@wisconsinmaritime.org by November 15, 2023.