



Wisconsin Maritime Museum

Location: 75 Maritime Drive, Manitowoc, WI 54220

Job Title: Operations Manager

Reports to: Executive Director

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

Compensation: \$20-24/hr full time non-exempt

Position Summary:

The Operations Manager ensures the Wisconsin Maritime Museum (WMM) functions smoothly, safely, and efficiently on a day-to-day basis. This role oversees building operations, vendor coordination, safety compliance, budget coordination, and operational planning to support an excellent visitor experience and a productive working environment for staff and volunteers. The Operations Manager works closely with museum leadership and cross-department teams to ensure WMM's physical spaces, systems, and operational processes align with the museum's mission, public-facing standards, and organizational goals.

Position Description and Expectations:

- Oversee daily facility operations for museum buildings, USS *Cobia* submarine, museum grounds, and related spaces.
- Manage submarine overnight staff schedules and any emergency communications with overnight leads.
- Ensure the museum is clean, safe, functional, and visitor-ready at all times.
- Collaborate with leadership on operational priorities, space planning, and workflow improvements.
- Provide operational support for programs, events, rentals, and special projects.
- Coordinate setup and teardown needs including furniture, signage, traffic flow, and accessibility consideration for museum programs and events.
- Support operational readiness for peak seasons and high-attendance days.
- Supervise and support assigned operations staff, including training, scheduling, and performance feedback.
- Build positive working relationships across departments to support museum-wide success.
- Supports onboarding new staff regarding facility policies, safety practices, and operational expectations.
- Assist with operations budget planning, expense tracking, and cost-effective purchasing.
- Provide regular updates on facility needs, project progress, and operational risks.

- In coordination with Executive Director and Collections Manager, manage project tasks related to the renovations and operations at the Maritime Heritage Center (MHC)
- Collaborate with the Executive Director and Director of Development in contributing to grant preparation, writing, submitting, and managing to support museum operations and capital improvements.
- Recommend improvements to operational procedures and work with the Maintenance Manager on the documentation of building systems including HVAC, electrical, plumbing, lighting, fire/security systems, and accessibility features.
- Ensure vendors' work meets museum standards, timelines, and budget requirements.
- Promote a culture of safety for staff, volunteers, and visitors.
- Maintain compliance with safety standards, emergency procedures, and operational policies.
- Support emergency preparedness planning including evacuation routes, incident response, and severe weather readiness.
- Monitor and support building security measures and key control systems.

Preferred Experience:

- 3+ years of experience in operations or a related field.
- Demonstrated ability to manage multiple priorities, schedules, and time-sensitive issues.
- Strong communication skills and ability to collaborate across departments.
- Ability to work independently, take initiative, and solve problems efficiently.
- Proficiency with Google Suite and Microsoft Office (email, spreadsheets, calendars, work order tracking, etc.).

Desired Qualifications:

- Experience working in a museum, historic site, nonprofit, or tourism environment.
- Experience supervising staff, contractors, and/or volunteers.
- Budgeting, purchasing, and vendor contract experience.

Physical Requirements:

- Ability to work in a variety of environments, including indoor, outdoors, and mechanical spaces.
- Ability to respond to urgent facility issues, including after-hours needs.

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

Application Deadline: Friday, February 27, 2026

Applicants can send resumes to kcullen@wisconsinmaritime.org

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 INCLUSION, DIVERSITY, EQUITY, & ACCESSIBILITY (IDEA) 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. At the Wisconsin Maritime Museum, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your experience doesn't align perfectly with every qualification in the job description, we still encourage you to apply. Let us know in your cover letter how your experience makes you a good fit for us.

