



HUDSON RIVER MARITIME MUSEUM

Wooden Boat School | Sailing & Rowing School | Home Port & Education Center
50 Rondout Landing, Kingston, NY 12401 | 845-338-0071 | www.hrmm.org

Employment Opportunity: Dock Assistant

Posting Date:

March 3, 2021

HRMM is seeking a capable and energetic employee to assist in managing marina including taking reservations, docking boats, and maintaining the facility. Must be able to do physical work and be comfortable around the water. Part time and weekend hours.

About the Position:

The Dock Assistant will aid in the safe and efficient operation of the Hudson River Maritime Museum's waterfront, and provide high level customer service to both visitors and members while representing HRMM in a professional manner at all times.

Position is either part or full-time. Flexible hours and weekend work is required. Employment begins in early April and extends into September. Pay is \$15/hour.

Job Requirements (preferred but not all are required):

- Be a team-player, able to take direction and work independently
- Have knowledge and experience of vessel operation and maintenance
- Spend a good part of their work day outdoors and on the water in various conditions
- Able to bend, lift, carry, reach/extend arms and hands above shoulder height frequently
- Be able to work in wet and slippery conditions
- Have proficient computer skills and ability to work in web based systems
- Be able to read and write work-related documents in English
- Have NYS boating safety certificate or higher certification
- MUST be comfortable with walking on and jumping from boat decks to docks
- MUST be able to lift weights up to 50lbs

Tasks Include:

- Take docking reservations using a computer app (Dockwa), phone or in person
- Monitor available space and determine availability
- Communicate with incoming boats via phone or marine radio
- Respond promptly to all boater needs
- Greet incoming vessels, take lines and secure vessels safely, including water and power
- Inform visitors of available facilities and maintain boater hand-outs
- Routinely operate and maintain fleet of vessels
- Monitor and maintain dock condition, perform simple repairs, cleaning tasks and upkeep associated with bulkhead, docks and campus

- Assist with museum programs, launching of vessels and moving vessels to remote moorings
- Participate in event prep and other misc tasks involving moving equipment and organizing spaces on campus

To Apply:

Please send cover letter and qualifications/resume to John Phelan at jphelan@hrmm.org or by mail to:

Hudson River Maritime Museum
50 Rondout Landing
Kingston, NY 12401

The **Hudson River Maritime Museum** is dedicated to the preservation and interpretation of the maritime history of the Hudson River, its tributaries and related communities. In addition to extensive collections documenting maritime transportation, industry, recreation, and natural science, the museum offers classes and programs at its Wooden Boat School, Sailing and Rowing School, and aboard its floating classroom, Solaris. The museum is located along the historic Rondout waterfront in downtown Kingston.

HRMM is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation.

Revised 3/11/2021