

Bytown Brigantine Tall Ships Adventure seeks Operations Manager



Since 1984 youth have been sailing the tall ships Fair Jeanne and Black Jack on the Ottawa & St Lawrence Rivers, Great Lakes and Eastern Seaboard with the charitable Foundation, Bytown Brigantine. Sailing with Bytown Brigantine Tall Ships Adventure builds confidence and self-esteem, inspires leadership and citizenship while fostering life-long friendships among youth. Adventures aboard the 87' Black Jack are open to youth 12-14 and the 110' Fair Jeanne welcomes teens 14-18 for longer voyages and high school credit expeditions. Shoulder season bookings are open to schools, groups and corporate teams. Winter programming includes hands-on work in the shop, marine theory instruction and crew development training for both youth and adults.

Position Summary:

Reporting to the President and Head of Fleet, and acting within a budgetary framework, the Operations Manager oversees the challenging day-to-day operations of the fleet including project management of routine maintenance and repairs, management of crew and volunteers and execution of the board's directives. The Operations Manager and Foundation Manager work in tandem to ensure the approved goals of the organization are met.

Responsibilities include but are not limited to:

- Liaising with the President, Foundation Manager and committee chairs for fleet & program needs
- Reviewing the annual work plan and ensuring all identified fleet issues identified are included
- Overseeing 5-year, and routine maintenance of vessels and small boats
- Reviewing and implementing the Safety Management Systems for the vessels
- Working with Transport Canada to ensure compliance plans are both reasonable & achievable and supporting crew training to meet ship safe manning requirements
- Managing timelines and quality control regarding maintenance, operations and special projects
- Facilitating volunteer involvement and directing work parties

Qualifications:

- Experience managing and supervising multiple shipboard projects or comparable experience and training which results in the required knowledge, skills and abilities
- A technical aptitude with basic carpentry, mechanical and electrical skills
- Experience working with volunteers, both youth and adults
- Experience working with traditionally rigged training ships a strong asset
- Master or Mate 150, or Master 60 ticket will be considered preferred

Assets to Qualifications:

- Familiarization with work plans, budgeting and sound time management skills
- Creative problem-solver organized methodical approach to work
- Able to work in a team and independently
- Be physically fit and capable of manual labour, including lifting

Interested applicants should email a cover letter and resume to christy@tallshipsadventure.org by December 10, 2018. Only those selected for an interview will be contacted.

Salary is commensurate with experience; a flexible work schedule is open for discussion.