



Position:

Executive Director, Volunteer
20-40 hours per week

Job Description:

The Richmond Museum Association (RMA), which operates the SS *Red Oak Victory* in Richmond, California, seeks an Executive Director to provide leadership and to execute the goals and objectives of the SS *Red Oak Victory* and RMA.

About Us:

The SS *Red Oak Victory* is a restored World War II Victory ship. She is berthed in the former Kaiser Richmond shipyards as a floating museum. We are a part of the Richmond Museum Association (RMA), a non-profit organization run almost entirely by volunteers, save for part-time staff. Our Mission is to relate the stories of those who built and sailed the *Red Oak Victory*, her missions in the past, and her relevance today to the Richmond area, the State of California, the nation, and the world. Come visit us and you will arrive curious and leave in awe.

Responsibilities:

The ship currently operates as a museum ship. A primary responsibility of the Executive Director is to bring the ship to operational status and cruise the SS *Red Oak Victory* in the San Francisco Bay.

Develop and maintain contacts in the Maritime Industry, Ship Yards, Vendors, etc.

Prepare an annual budget and subsidiary budgets.

Develop policies and procedures with the Department Heads for all aspects of the ship's operation.

Create and present reports to the ship's Department Heads, the RMA President & the RMA Board of Directors on a regular basis.

Minimum Qualifications:

Must have Maritime experience, Sea Going or Port Engineer experience. Strong project management and organizational skills.

Preferred Qualifications:

Experience and interest in restoring an historic vessel or structure is a plus.

Please no phone calls.

Send resume and letter of interest to the Chief Engineer at sealandgreg@gmail.com or to the Ship Keeper at omaloneyrov@gmail.com