



**National  
Nordic  
Museum**

2655 NW Market St  
Seattle, WA 98107

[nordicmuseum.org](http://nordicmuseum.org)

## **Job Posting**

# **Family, School, and Tour Programs Coordinator**

**Reports to:** Chief Curator

**Department:** Curatorial

**Status:** Full-time, non-exempt

**Compensation:** \$21-22 per hour

**Schedule:** 40 hours per week, evenings and weekends as assigned.

**Location:** On-site

**Benefits:** The National Nordic Museum offers a competitive benefits package including paid sick leave, paid holidays, access to our Employee Assistance program and 403(b) retirement plan, as well as exclusive Museum discounts. Additionally, employees who work 20+ hours per week earn vacation leave, and employees who work 30+ hours per week are eligible for our medical/dental insurance plan and our FSA.

**Date Posted:** February 14, 2024

### **Position Overview:**

Under the direction of the Chief Curator, the Family, School, and Tour Programs Coordinator develops and executes creative programming for youth and families; implements in-gallery and virtual interpretive strategies that foster engagement with Museum content; and oversees classroom and in-gallery learning through the outreach program, docent program, and summer camps. This position will focus efforts on creating inclusive, accessible, and memorable experiences for visitors who benefit from various learning styles.

### **Essential Job Functions:**

- Develop and implement engaging programming for youth and families that promotes creative expression and aligns with the Museum's mission and core values.
- Coordinate activities for the Family Learning Alcove. Develop in-gallery programs for youth and family (e.g., Nordic Stories and Sensory Playdays) that foster curiosity.
- Oversee classroom outreach program, including maintaining and coordinating the use of outreach trunks that bring museum content to educators and students.
- Develop and manage summer camp experiences. Oversee partnerships with other organizations that offer summer camp experiences, as needed.
- Coordinate the Museum's docent-led tour program, including recruiting and scheduling docents, developing interpretive materials, and overseeing docent training.



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- Oversee activities of interns and volunteers, supporting their positive contributions to programming.
- Oversee administration of educational programs and outreach, including scheduling, communication, and production timelines; adhere to deadlines, budgets, and departmental standards.
- Execute successful in-person and virtual programming; collaborate with the Facilities and Operations department to ensure that logistics are communicated and to promote a positive experience for all stakeholders.
- Write and edit Museum copy, including program descriptions for the web and print collateral, and other communications as needed.
- Support grant reporting work as it relates to educational programming.
- Track and evaluate participant data; integrate into program development as needed to ensure engagement, and successful program implementation,
- Engage with feedback from teachers through the Teacher Advisory Committee.
- Work collaboratively within and across departments to advance Museum's programmatic goals.
- Bring a DEAI lens to the Museum's programmatic strategies.
- Respond to general inquiries concerning Museum programming.
- Keep up with current professional practices in Museum Education, including effective interpretive strategies for in-gallery learning.

### **Knowledge, Skills, and Abilities:**

- Interest and familiarity with contemporary Nordic art and culture.
- Knowledge of museum professional practices, with respect to education and community programs.
- Knowledge of Seattle-area community institutions and the kinds of programs involved with community outreach, educational, or public programming.
- Outstanding project management skills.
- Highly organized, accurate and detail oriented.
- Ability to manage schedules and meet deadlines.
- Ability to balance multiple projects, prioritize tasks, and problem solve.
- Ability to interpret and present information effectively to a variety of audiences.
- Demonstrated ability to build relationships with other institutions.
- Excellent verbal communication, effective listening, and interpersonal skills.
- Excellent writing and editing skills.
- Ability to work independently and in a team setting.
- Ability to take initiative and ask questions.

### **Requirements:**

- 2+ years of relevant experience developing and implementing programs (such as in arts outreach, educational programming, etc.) preferably in a non-profit organization.
- Weekend and evening work as assigned.



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- Proficient in PC platform, and MS 0365 applications, including Outlook, Word, Excel, Publisher, PowerPoint, etc.
- Proficient in Zoom and other video conferencing platforms.
- Valid driver's license.
- Ability to lift 20lbs.
- Ability to be seated/standing for extended periods.

**NOTE: This job description is not intended to be all-inclusive. All employees are expected to perform other duties to meet the ongoing needs of the organization.**

**To Apply:**

Please e-mail cover letter and resume to: [hr@nordicmuseum.org](mailto:hr@nordicmuseum.org) with "Family School and Tour Programs Coordinator Application" in the subject line. Incomplete submissions will not be considered. Position open until filled. No phone calls please.



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## About the Museum

The National Nordic Museum shares Nordic culture, values, and ideas with people of all ages and backgrounds to create connections, generate dialogue, and inspire new perspectives.

Founded in 1979, the National Nordic Museum is the only institution of its size and scale in the United States to present the history and culture of the entire Nordic region (Denmark, Finland, Iceland, Norway, Sweden, the regions of the Faroe Islands, Greenland, and Åland, and the cultural region of Sápmi) and the legacy of Nordic immigrants to the United States.

Located along Seattle's working waterfront in an iconic building that embodies Nordic design, the institution is both a museum and a community gathering place.

### Our Mission

The National Nordic Museum shares Nordic culture, values, and ideas with people of all ages and backgrounds to create connections, generate dialogue, and inspire new perspectives.

### Our Vision

Through the history we illuminate, the stories we tell, the connections we make, and the values we promote, we inspire our visitors to create a more vibrant, more just, more sustainable world.

### Our Values

- Openness: Foster trust and tolerance, and support everyone's right to express their opinions.
- Sustainability: Embrace a connection to nature and employ responsible practices that demonstrate respect for our environment.
- Social Justice: Exhibit compassion, respect others, and manifest a conviction for the equal value of all people.
- Innovation: Encourage creativity, resourcefulness, and new ways of thinking.

### Equal Opportunities for All

The National Nordic Museum provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.