



**National
Nordic
Museum**

2655 NW Market St
Seattle, WA 98107

nordicmuseum.org

Job Posting

Facilities Supervisor

Reports to: Director of Operations and Facilities

Department: Operations

Status: Full-time, non-exempt

Compensation: \$59,000-\$62,000 per year

Schedule: 40 hours per week; Monday-Friday, 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: March 13, 2024

Position Overview:

The Facilities Supervisor is responsible for oversight of the Museum's facility and grounds, building management systems, and equipment. The position ensures that all public and back-of-house areas are maintained, and facilities are prepared for visitors and Museum activities. The position oversees parking services, security, and safety protocols. The Facilities Supervisor is part of the emergency management team and participates in overnight and/or weekend support. This position requires a strong mechanical aptitude and a general knowledge of carpentry, painting, electrical and plumbing. Comfort working in a public setting and with diverse co-workers is essential.

Essential Job Functions:

Day-to-day

- Serve as point of contact coordinating a host of activities and resources impacting the Museum facility and grounds.
- Ensure proper function and servicing of all building systems: HVAC, elevator, lighting, A/V, security system, and office equipment.
- Oversee inventory, use, and care of the Museum's A/V equipment.
- Assess and report required facility maintenance issues to the Director of Operations and Facilities; undertake repairs and schedule repair services as directed.
- Provide facilities oversight of the Museum's ancillary retail building.
- Ensure facilities, including public, exhibition, and back-of-house areas, are maintained, secure, organized, and clean.
- Ensure all internal Museum activities (events, programs, and meetings) and external events (rentals) are provided with required set-up/tear-down support;



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provide direct support as needed, including, but not limited to, moving furnishings, setting up A/V equipment, etc.

- Manage use of loading dock; coordinate with departments to schedule and provide access for large freight deliveries.

Security and Safety

- Oversee security of Museum building and grounds; work closely with area partners and agencies.
- Update programming of security access control software.
- Maintain physical key and security badge controls and inventory.
- Ensure Museum-wide adherence to security and safety protocols.
- Maintain emergency instructions and evacuation map information.
- Coordinate safety and emergency preparedness training for staff and volunteers; schedule and conduct emergency training drills, etc.
- Coordinate opening and closing schedule; provide training to staff on opening and closing procedures.
- Provide building and safety/security orientation to new staff members.

Exhibitions Support

- Work closely with curatorial staff to maintain cleaning protocols for exhibition areas.
- Provide installation/deinstallation support as requested.
- Support the maintenance and servicing of exhibit media.
- Work closely with curatorial personnel to ensure the security of artwork on display and in storage.

Personnel

- Supervise and coordinate the work of facilities employees (including Venue Services & Facilities Associate and Custodian) contractors, volunteers, and other personnel assigned to the Facilities Department.

Records, Reporting and Administration

- Maintain accurate facilities management records and update vendor, supplier, inspection, and permitting information; manage service schedules.
- Maintain utility consumption and waste management records.
- Maintain manuals and develop procedural information for building systems; establish protocols and instructions for facilities management.
- Prepare facilities reports and provide support in developing studies as needed.
- Work closely with leadership staff in the development of the facilities budget; manage expenses, and track invoices.
- Support and participate in Facilities Committee meetings as requested.



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Inspections and Permits

- Ensure timely inspection for all security, fire/smoke detection systems, extinguishers, kitchen hood, and HVAC systems.
- Support facilities permitting needs as directed.

Parking

- Supervise parking program and serve as primary liaison to external parking services; facilitate any special requirements (timing/pricing changes, overflow, valet, ticket dispute/resolution).

Knowledge, Skills, and Abilities:

- Highly organized, accurate and detail oriented, with excellent project management skills.
- Ability to manage schedules and meet deadlines.
- Ability to balance multiple projects, prioritize tasks, and problem solve.
- Ability to work independently and in a team setting.
- Ability to effectively work under pressure, use independent judgment and produce a quality work product within tight time constraints.
- Excellent communication, effective listening, and interpersonal skills. Ability to work effectively with a variety of stakeholders (staff, volunteers, vendors, customers, etc.).
- Adaptable to changing business situations and environments.
- Exhibit professional public presence and maintain strong customer service orientation.
- Intermediate facilities maintenance, carpentry, and mechanical skills; use of hand tools, power tools and performing simple repairs.

Requirements:

- Associate's degree (preferred) +3 years relevant experience.
- Knowledge and experience in one or more of the following: electrical, HVAC, alarm and security systems, CCTV, plumbing or other trades.
- Proficient in PC platform, and MS 0365 applications, including Outlook, Word, Excel, Publisher, PowerPoint, etc.
- Weekend and occasional evening work.
- Ability to function on one's feet for 80% of the day.
- Ability to walk frequently, stand for extended periods, climb, push, lift up to 60lbs, stoop, or carry equipment and materials.
- Visual acuity and manual dexterity.

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.



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To Apply:

Please e-mail cover letter and resume to: hr@nordicmuseum.org with “Facilities Supervisor Application” in the subject line. Incomplete submissions will not be considered. Position open until filled. No phone calls please.

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.