



Job Posting

Assistant Programs Manager

National
Nordic
Museum

Reports to: Chief Curator

Department: Curatorial

Status: Full-time, non-exempt

2655 NW Market St
Seattle, WA 98107

nordicmuseum.org

Compensation: \$26-29 per hour.

Schedule: 40 hours per week, including some evenings and weekends.

Location: On-site

Benefits: The benefits package for this role includes paid sick leave, paid holidays, access to our 403(b) retirement plan, our medical/dental insurance plan and health FSA, as well as exclusive Museum discounts.

Masked hiring policy: In an effort to reduce unintended biases, an attempt will be made to mask all candidates' identities and demographic details during the initial screening process, and we ask candidates not to include photos or other unnecessary personal details in their submissions.

Date Posted: November 8, 2024

Position Overview:

The Assistant Programs Manager is responsible for the development and execution of compelling, thought-provoking public programs for a general audience. This position serves diverse museum audiences by strengthening existing programs and delivering new programs that align with the NNM's mission to share Nordic culture and ideas with all people to inspire new futures, as well as its values of openness, sustainability, social justice, and innovation. The position maintains program schedules, tracks and reports program KPIs, and procedures for the success and seamless operation of programs.

Essential Job Functions:

- Plan and execute in-person and virtual public programs, including film screenings and festivals, concerts, lectures/panel discussions, book talks, and conferences, that resonate with local, national and global audiences.
- Support the Chief Curator in the realization of the Museum's programmatic vision, including the coordination of speaker arrangements, facility logistics, marketing materials, and other related internal processes.
- Track and report KPIs as they relate to Museum programming.
- Support program budget development and tracking.
- Support grant reporting work as it relates to public programming.



**National
Nordic
Museum**

2655 NW Market St
Seattle, WA 98107

nordicmuseum.org

Knowledge, Skills, and Abilities:

- Knowledge of professional practices, with respect to education and community programs.
- Excellent oral and written communication skills.
- High level of EQ/Emotional Intelligence; thoughtful and measured in effectively managing a variety of internal and external relationships and interactions.
- Outstanding project management: ability to manage multiple tasks and projects, with attention to detail and strong problem-solving skills.
- Interest in Nordic contemporary art, history, and culture.
- Demonstrated ability to work effectively under pressure, use independent judgment, and ensure high quality work is produced on schedule and on budget.
- Adaptable to changing business situations and environments.

Requirements:

- 3+ years of experience in a related non-profit field with an emphasis on developing and implementing programs with a mission driven mandate, including, but not limited to arts outreach, educational programming, or community events.
- Proficient in Microsoft Office including Word, Outlook, Excel, Teams and PowerPoint.
- Valid driver's license.
- Ability to lift 20lbs.
- Ability to be seated/standing for extended periods.
- Weekend and evening work according to the program schedule.

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 with "Assistant Programs Manager" in the subject line. Incomplete submissions will not be considered. No phone calls please. Position open until filled.



**National
Nordic
Museum**

2655 NW Market St
Seattle, WA 98107

nordicmuseum.org

About the Museum

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.