



Job Posting Sales Manager

National
Nordic
Museum

2655 NW Market St
Seattle, WA 98107

nordicmuseum.org

Reports to: Director of Operations

Department: Operations

Status: Full time, exempt

Compensation: \$66,000-\$69,500 per year

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

Location: Hybrid (on-site, in the field, and remote).

Benefits: The benefits package for this role includes paid sick leave, vacation, and holidays; access to our 403(b)-retirement plan, medical/dental insurance plan, and Flexible Spending Account; and 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. We ask candidates not to include photos or other unnecessary personal details in their submissions.

Date Posted: 12/02/2024

Position Overview:

The Sales Manager drives event rentals and B2B ticket sales. This position focuses efforts on connecting to event planners and corporate clients to fulfill their event rental needs. It reaches out to tour companies, cruise ships, on-line travel agencies, and corporate clients for group and individual ticket sales. The position maintains sales collateral, tracks and reports sales KPIs, and confirms that processes are in place for the success of rental events and group tours. The position also advances NNM's mission to share Nordic culture, values, and ideas with all people- to inspire new futures, and promotes the values of Openness, Social Justice, Sustainability, and Innovation.

Essential Job Functions:

- Develop prospect lists for events and museum tickets.
- Actively approach potential clients for events and B2B ticket sales.
- Maintain a professional network and attend relevant conferences and events.
- Complete event sales and B2B ticket sales.
- Maintain sales records and KPI reports.



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Knowledge, Skills, and Abilities:

- Understanding of corporate and social events, including planning and contracting.
- Knowledge of group ticket sales strategies and logistics.
- High level of EQ/Emotional Intelligence; thoughtful and measured in effectively managing a variety of internal and external relationships and interactions.
- Outstanding sales management with high attention to detail.
- Interest in contemporary Nordic art, history, and culture.

Requirements:

- 5+ years of experience in events
- Outside sales experience
- Proficient in Microsoft Office
- Valid driver's license

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

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. Additionally, the Museum features exhibitions ranging from historical examinations of African Americans who migrated to Nordic countries in the 20th century, to contemporary immersive installations by artists such as Jónsi.

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.



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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.