



Job Posting

## Venue Services and Facilities Associate

**National  
Nordic  
Museum**

2655 NW Market St  
Seattle, WA 98107

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

**Reports to:** Director of Operations and Facilities

**Department:** Operations

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

**Compensation:** \$22.50-24.00 per hour

**Schedule:** 30 hours per week; flexible schedule including evenings and weekends.

**Location:** On-site

**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.

**To Apply:** Please e-mail cover letter and resume to: [hr@nordicmuseum.org](mailto:hr@nordicmuseum.org) with “Venue Services and Facilities Associate” in the subject line. Incomplete submissions will not be considered. No phone calls please. Position open until filled.

**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:** February 10, 2025

### **Position Overview:**

The Venue Services and Facilities Associate supports evening and weekend programs and events, including private rentals, to ensure seamless execution, client satisfaction, and building security. The position also assists with direct event production and technical support, as well as providing customer service, custodial, and maintenance support to the Front of House and Facilities teams, as needed.

### **Essential Job Functions:**

- Provide direct support for evening and weekend programs, events, and private rentals, including event set-up, production support, and troubleshooting; coordinate with Museum staff on final details, as assigned.



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- Serve as point-of-contact to clients, vendors, and caterers during private rentals; monitor rental events in progress and provide day-of support.
- Maintain working knowledge of emergency safety and security procedures and protocols; ensure guest and client safety and building security.
- Maintain a proficient understanding of the Museum's audio/visual and lighting systems; support event production, including with basic sound, lighting and A/V technical support.
- Support FOH and Facilities teams as needed, including providing customer service and performing custodial and light maintenance duties.

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

- Excellent customer service skills.
- Strong organization and time management skills; ability to prioritize tasks.
- Excellent communication, effective listening, and interpersonal skills.
- Ability to work independently and in a team setting.
- Working knowledge of A/V and lighting equipment.
- Willing to operate scissor lift at heights of 40 feet (training and certification provided).

### **Requirements:**

- 2+ years' experience in event management, production, and/or catering, or other relevant experience.
- Flexible schedule with evening and weekend availability.
- Experience with a variety of software platforms and tools, and the ability to adopt new tools and technologies as needed.
- Visual acuity and manual dexterity.
- Ability to function on one's feet for 80% of the day.
- Ability to walk frequently, stand for extended periods of time, climb, push, stoop, carry equipment and materials, and lift 40lbs.

**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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## **About the Museum**

Founded in 1979, the National Nordic Museum (NNM) 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.

## **Our Mission**

The NNM 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.