National Nordic Museum

2655 NW Market St
Seattle, WA 98107

nordicmuseum.org

Job Posting

Facilities Manager

Reports to: Director of Operations and Facilities
Department: Operations
Status: Full-time, exempt
Compensation Range: $80,000-$83,000 per year
Regular Schedule: Monday through Friday 7:30AM to 4:00PM; On-call as needed.
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; unlimited Orca card; and exclusive Museum discounts.
Date Posted: 11/24/2026

Position Overview:

The Facilities Manager is responsible for 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 Manager is an active participant in maintenance, cleaning and events.

Essential Job Functions:

Day-to-day

- Ensure proper function and coordinate the servicing of all building systems (HVAC, elevator, lighting, A/V, security system, etc.).
- Monitor building energy performance and identify opportunities to improve operational efficiency, sustainability, and utility cost management.
- Assess and report required facility maintenance issues to the Director of Operations and Facilities; undertake/schedule services and repairs.
- Provide facilities oversight of the Museum's ancillary retail building, and all on-site and offsite storage areas.
- Ensure that facilities, including public, exhibition, and back-of-house areas are maintained, secure, organized, and clean.
- Ensure that all internal Museum activities (events, programs, and meetings) and external events (rentals) are provided with required set-up/tear-down support. Provide direct support as needed (set-up/tear-down tasks include, but not limited to moving furnishings, setting up AV equipment, etc.).
- Manage use of loading dock; coordinate with departments for scheduling and access (large freight deliveries).
- Solicit bids, evaluate proposals, negotiate service agreements, and monitor contractor performance to ensure quality, compliance, and cost-effectiveness.

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Exhibitions Support

- Work closely with exhibitions and collections 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 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 and manage service schedules.
- Maintain utility consumption and waste management records.
- Work with Director of Operations and Facilities to maintain manuals and develop procedural information for building systems; establish protocols and instructions for facility 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.

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.

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.

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Knowledge, Skills, and Abilities:

- Outstanding project management skills and the ability to manage multiple tasks and projects with high energy and strong problem-solving skills.
- Ability to effectively work under pressure, use independent judgment and produce a quality work product within tight time constraints.
- Ability to follow complex oral and written instructions; interpret and present information effectively.
- Excellent communication, effective listening, and interpersonal skills.
- Ability to anticipate needs and challenges, take initiative and provide solutions to achieve department and organization objectives.
- Highly organized and detail oriented, with excellent administrative skills.
- Exhibit professional public presence and maintain strong customer service orientation.
- Significant skills and experience with two or more of the following trade areas: electrical, plumbing, carpentry, painting, information technology, CCTV, or alarm systems.
- Experience with computerized maintenance management systems (CMMS), building automation systems (BAS), access control systems, and security monitoring platforms preferred.

Preferred Qualifications

- Certified Facility Manager (CFM)
- Facilities Management Professional (FMP)
- OSHA 30-Hour Certification
- First Aid/CPR/AED Certification
- Experience with museum, cultural institution, hospitality, higher education, or public venue operations

Requirements:

- Associate's degree or equivalent technical training preferred, with 5 or more years of progressively responsible facilities management experience, including supervisory responsibilities.
- Microsoft 365 including Outlook, Word, Excel, Teams, SharePoint, and related business applications.
- 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 letter of interest and resume to hr@nordicmuseum.org with "Facilities Manager Position" 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.

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 all people to inspire new futures. Our Vision We inspire people 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.