Position Title: Art & Leadership Program for Girls Site Coordinator
Department: Education & Interpretation
Location: Santa Fe, NM
Pay Range: $17 - $20
Hours: Temporary

**Position Summary**
The Georgia O'Keeffe Museum in Santa Fe, NM is seeking a Site Coordinator for our Art and Leadership Girls Program. This is a temporary seasonal position from May through August.

*Due to COVID-19 and the unknown changes to forthcoming State policies in regards to youth programs, this position might include overseeing a hybrid (virtual and in person) or fully remote youth summer program.

**Responsibilities include but not limited to**
- Oversee and lead all summer sessions of the Art & Leadership Program for Girls
- Create and lead intern training week
- Always be on site and at field trips
- Communicate with visiting artists prior to their workshop
- Maintain participants’ files, updating as needed; maintain program supplies
- Oversee completion of intern projects and weekly updates
- Supervise interns and participants including facilitating activities
- Create daily schedule
- Lead daily team meetings
- Assist in updating the Art & Leadership Manual
- Co-organize end of summer exhibition
- Co-lead intern exit interviews
- Help to generate a fun, constructive, supportive and creative learning environment!

**Background and Qualifications**
- A bachelor’s degree in art, education, art history or creative writing

**Skills and Abilities**
- Classroom management skills.
- Experience working with and supervising youth.
- Experience planning and implementing art lessons.
- Supervisory experience, mentoring, team leader.

**Benefits**
Benefits in accordance with Museum policies.

To be considered, please send your resume to: Jobs@okeeffemuseum.org

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