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

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**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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