Georgia O’Keeffe Museum

Position Title: Art & Leadership Boys Program Site Coordinator
Department: Education and Interpretation
Location: Santa Fe, NM
Pay Range: $17 - $20
Hours: Full Time, Seasonal

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

*COVID-19 considerations:
All visitors and employees are required to wear a mask at all times and maintain social distancing of 6 feet or more. All staff complete COVID safe practices training through NM Safe Certified. Common surfaces are sanitized regularly, and cleaning measures are in place to prevent the spread of the virus. Curbside pickup is available for retail purchases. Masks and PPE are provided to all staff.

Responsibilities include but not limited to

- Oversee and lead all summer sessions of the Art & Leadership Program for Boys
- 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

The Georgia O'Keeffe Museum is an equal-opportunity employer and considers all candidates for employment based on such factors as knowledge, education, skill, experience, the ability to perform required activities and availability, and without regard to race, religion, color, sex, sexual orientation, age, ancestry, citizenship, national origin, disability or any other legally protected status.