Position Title: Collections and Interpretation Division Coordinator
Department: Collections and Interpretation
Location: Santa Fe, NM
Pay Range: $40,000 – $43,000
Hours: Full Time, Non-Exempt

Position Summary

The Georgia O’Keeffe Museum in Santa Fe, NM is seeking a Full Time, Collections and Interpretation Division Coordinator to work closely with division staff, including curatorial, collections, preparation, education, conservation, historic properties, and digital experience to coordinate and support implementation of both onsite and traveling exhibitions. Coordinate communication about division projects both within the division and across the organization. Provide administrative support for the division, including scheduling and organizing and maintaining division documentation and complete special projects as requested.

*COVID-19 considerations:
Common surfaces are sanitized regularly, safety and cleaning measures are in place to prevent the spread of the virus. Masks and PPE are provided to all staff.

Responsibilities include but not limited to

Administrative Support
- Maintain calendars, schedule meetings and oversee logistics, such as agendas and meeting set-up
- Organize and maintain division strategic planning documents
- Coordinate orientation for new staff, fellows and interns
- Respond to internal and external inquiries, ensuring curatorial review and response
- Assist with the execution of grant applications by managing timelines, gathering and coordinating support materials
- Serve as a liaison with internal staff and external contacts regarding division initiatives, upcoming events, office logistics
- Assist with division budget tracking and documentation

Exhibition Coordination
- Coordinate with division staff to meet exhibition deadlines
- Assist with the coordination, development, and maintenance of exhibition documentation
• Use productivity tools to facilitate the management and organization of systems and improve the effectiveness and efficiency of resource allocation and project activity
• Work collaboratively, within department as well as with other departments and outside contractors, as member of project team to accomplish defined project milestones and deliverables, such as translations and graphic updates

Special Projects or Additional Duties
Complete special projects or additional duties as assigned, and consistent with the skills, training, level of responsibility and other requirements for this position

Background and Qualifications
• BA/BS in Art History, Museum Studies, or Humanities - Preferred
• minimum of 1-year administrative experience - Required
• minimum of 1-year experience working with exhibitions – Preferred
• minimum of 1-year experience working in a museum - Preferred

Skills and Abilities
• Organized and attentive to detail, excellent time and resource management skills
• Good interpersonal communication skills
• Planning and scheduling
• Works collaboratively, team-oriented
• Flexible and able to adjust to changing circumstances
• Results-oriented, able to keep projects moving and on deadline
• Ability to identify and understand existing procedures
• Familiarity with collaborative working software and tools (Dropbox, Slack, Wrike)

Benefits
This position is eligible for our full benefits package including medical, dental, vision, Life Insurance and Short/Long Term disability, 403b retirement plan with employer match, museum membership, retail store discount, Employee Assistance Program, PTO, Paid Holidays and much more!

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.