Georgia O’Keeffe Museum

Position Title: Manager of Community Engagement (Bilingual)
Department: Education and Interpretation
Location: Santa Fe, NM
Pay: $48,000 - $52,000
Hours: Full-time, Exempt

Position Summary
Our Manager of Community Engagement will be responsible for providing dependable community relations, the duties of the Georgia O’Keeffe Manager of Community Outreach will support the philosophy and target audience goals of the Department of Education and Interpretation. Reporting to the Curator of Education and Interpretation, this English/Spanish bilingual position will develop and implement outreach initiatives throughout the state of New Mexico by driving the Art to G.O. Truck, and will maintain relationships with our partner communities by conducting direct teaching and other kinds of hands-on engagement on behalf of the O’Keeffe Museum.

Essential Functions and Responsibilities
1. Manage museum outreach, promotion, and teaching with new and existing community partners, by driving throughout the state of New Mexico. Work is inclusive of youth and adult target audiences, at offsite locations. Will include driving 14’ outreach vehicle.
   o Connect with existing partners, build relationships with new partners, and schedule outreach events
   o Order and organize art supply stores for outreach teaching. Recommend resupply when needed.
   o Schedule paid artist/educators to assist with outreach teaching as needed.
2. Determine outreach strategy for Education team, with the guidance of the Curator of Education and Interpretation, based on Education and Interpretation Philosophy and Target Audience goals.
3. Provide support to the Education and Interpretation team as required.
4. Occasional weekend and evening hours.

*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. Masks and PPE are provided to all staff.

Background and Qualifications
- BA/BFA - Art, art history, museum studies, art education, or another humanities degree – Required
- Valid Driver’s License, Class D driver’s license; requires a clean driving record; will include regular monitoring of the employees driving record, and completion of annual safe driver training
- Minimum one-year community engagement or community outreach for any type of organization; + teaching in either formal or informal setting - Required
• Fluency in Spanish Language (Speaking, conversational) - Required
• Experience working in a museum setting - Preferred

Skills and Abilities
• Ability to teach creatively and collaboratively in a team-based environment
• Able to work independently and handle multiple priorities
• Excellent social and oral communication skills in both English and Spanish
• Strong ability to work empathetically with diverse audiences
• Ability to drive a 14’ truck to areas around NM

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.