

Georgia O’Keeffe Museum

Position Title: Coordinator of Adult Programs
Department: Education and Interpretation
Location: Santa Fe, NM
Pay: \$40,000 - \$45,000
Hours: Full-time, Exempt

Position Summary

The Georgia O’Keeffe Museum is in search of a Coordinator of Adult Programs to professionally assist in the development and implementation of the Museum’s adult programmatic offerings; to meet audience goals through engaging and innovating programming; to ensure accessibility of programs for diverse audiences; to provide the Curator of Education and Interpretation with additional support to develop and sustain adult programs through creative thinking and innovation.

Essential Functions and Responsibilities

Adult Audiences

- Collaboratively create innovative and effective programs for adult audiences, including working with local artists to lead hands-on art making classes and workshops
- Plan, execute, and evaluate all virtual and in-person public adult lectures and programs
- Develop new, engaging programmatic offerings for audiences from college aged visitors through senior citizens. Evaluate on an ongoing basis and recommend changes.

Department Support

- Attend related Museum and community special events
- Draft contracts; make purchases; monitor department budget

Collaboration

- Work in partnership with Education & Interpretation Department colleagues on department-wide initiatives, such as family programs and community day events.
- Collaborate with Museum departments, contract community artists, and partner organizations
- Edit and proof education publications and communications
- Participate in Museum, division and department planning, committees, task forces and teams

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
- Participate in evening and weekend activities as appropriate and requested

***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
- Minimum 1-2 years working in classroom or other educational setting with adult learners - Required
- Fluency in Spanish Language (Speaking, conversational) - Preferred
- Experience working in a museum setting - Preferred

Skills and Abilities

- Ability to work creatively and collaboratively in a team-based environment
- Highly organized and detail oriented
- Able to work independently and handle multiple priorities
- Excellent written and oral communications
- Strong interpersonal skills and ability to work empathetically with diverse audiences
- Ability to deal tactfully with staff, volunteers and the public

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.