

# Georgia O'Keeffe Museum

**Position Title:** Community Engagement Coordinator  
**Department:** Curatorial  
**Location:** Abiquiu, NM  
**Pay Range:** \$20-\$22/ Hour  
**Hours:** Full-Time, Non-Exempt

## **Position Summary**

The Georgia O'Keeffe Museum is seeking a new member of the Historic Properties team. This outgoing, friendly, and empathetic person will work to make our connection to our local audiences more vibrant and distinct through consistent, targeted programmatic work, and help us reach our local community. This individual will provide relevant and responsive community programming, in support of the mission of the O'Keeffe Museum. Possessing a commitment to community engagement, this individual will have a demonstrated history working within and for their community. This position will assist in the development and implementation of initiatives to the local communities of the institution's Abiquiú campus; identify new community partners; provide support for youth and adult programs on and offsite; and conduct direct hands-on art-based teaching.

**\*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**

### Community Engagement

- Make connections and build positive relationships through community networking, via art-based programming in the Abiquiú area.
- Develop relationships in Rio Arriba County with area stakeholders.
- Collaborate with Curator of Historic Properties and other GOKM staff to develop and implement dynamic and engaging programs for adult and youth audiences.
- Assist public programming event set up as needed.
- Maintain calendar of community engagement activities.

### Teaching

- Provide off site programming for K-12 audiences, including weekly program at Abiquiu Elementary School.
- Provide classroom experiences to tour groups at the O'Keeffe Welcome Center as assigned.

### 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/BA in Art History, Museum Studies, Art Education, or Humanities
- 1 Year experience working with K-12 students - Required
- 1 Year experience Community Engagement for any type of organization
- 1 Year experience teaching in a formal or informal setting
- Excellent computer skills including proficiency in Microsoft Office.

### Skills and Abilities

- Spanish speaking and written language skills preferred.
- Ability to work with a variety of people from various backgrounds and cultures required.
- Ability to work both independently and as part of a team.
- Ability to foster and maintain positive relationships.
- Demonstrated ability to resolve customer service situations.
- Ability to manage multiple responsibilities.
- Ability to drive and a reliable source of transportation is required.
- Capable of speaking in front of small groups of visitors.
- Experience working with children highly preferred.
- Must have excellent problem-solving skills, be dependable, flexible, outgoing, and friendly.

### 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 Cover Letter and Resume to:**

[Jobs@okeeffemuseum.org](mailto: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.*