

Georgia O'Keeffe Museum

Position Title: Art & Leadership Program Intern
Department: Learning & Engagement
Location: Santa Fe, NM
Pay: \$14.00 per hour
Hours: Full-time, Internship, Summer 2023 (11 weeks)

Position Summary

This internship aims to provide a variety of experience in art education, classroom management and creative opportunities as part of a well-rounded summer program for middle school students. Interns will be trained to work with children on creativity, self-expression, and the development of their artistic talents in order to enhance their self-confidence and self-respect. While leading day-to-day lessons within the program, interns will also learn how to successfully engage and facilitate a camp-like experience for youth.

In addition, interns will receive mentoring from experienced Museum staff on installation planning for the final art exhibition. They will also receive coaching on putting together an official Art & Leadership Zine for the summer of 2023. This will provide first-hand experience with writing, photography, and graphic design.

Key Learning/Experience for Intern:

- Lesson planning, lesson facilitation, and engagement in a classroom-like setting
- Art show curation, organization, and installation
- Writing, designing, editing, and photography
- Administrative work such as data entry and collection through the records-keeping work of the Art & Leadership Program
- Getting to know the ins and outs of how a museum operates as well as meeting with experienced Museum staff weekly to learn about their job and the industry

Background and Qualifications

- BA studies focused on art, studio art, art history, art education, museum studies, or education preferred

Skills and Abilities

- Interest in art or art education
- Ability to work in a team environment
- Strong verbal and written communication skills
- Ability to problem solve quickly and work well under pressure
- Experience working with middle school students preferred

Benefits

- Employee Assistance Program
- The Georgia O’Keeffe Museum Intern program offers opportunities to learn more about Museum careers, as well as Santa Fe and Northern New Mexico through conversations with professionals, group field trips, etc.

The deadline to apply for this internship is Friday March 3, 2023

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.