

# Georgia O'Keeffe Museum

**Position Title:** Adult Programs Manager  
**Department:** Learning and Engagement  
**Location:** Santa Fe, NM  
**Pay:** \$50,000 - \$54,000  
**Hours:** Full-time, Exempt

## **Position Summary**

The Georgia O'Keeffe Museum is in search of a Manager of Adult Programs to professionally lead in the development, implementation, and management 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 Director of Learning and Engagement with additional support to develop and sustain adult programs through creative thinking and innovation.

## **Essential Functions and Responsibilities**

### Adult Audiences

- Create innovative and effective programs for adult audiences.
- Manage the planning and execution of all virtual and in-person public adult lectures, studio classes, and programs.
- Develop new, engaging programmatic offerings for audiences from college aged visitors through senior citizens.
- Supports Learning and Engagement team in evaluation efforts.

### Department Support

- Attend related Museum and community special events
- Draft contracts; make purchases; monitor department budget
- Manage education department interns and volunteers as assigned

### Collaboration

- Work collaboratively 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

### **Background and Qualifications**

- BA/BFA - Art, art history, museum studies, art education, or another humanities degree – Required
- Minimum three 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](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.*