



Position Title: Art & Leadership Program Leader

Department: Education & Interpretation

Location: Santa Fe, NM

Pay: \$20.00 per hour

Hours: Full time, Temporary

Position Summary

The O'Keeffe Museum is in search of two Art & Leadership Program Leaders to join our team. This position is responsible for overseeing and leading all summer sessions of the Art & Leadership Program.

This program is a daily art-making intensive for middle school youth. Additional responsibilities include supervising interns and program participants, facilitating activities, creating daily schedules, leading daily team meetings, and maintaining the program site.

The A&L Program Leader must be present on-site daily and during field trips. Program Leaders are also responsible for maintaining participant files (updating as needed), overseeing completion of intern projects, assisting in updating the Art & Leadership Manual, and coordinating/communicating with the Art & Leadership Program Coordinator.

This position also includes co-organizing the end of summer art exhibition. Aside from individual responsibilities, it is the Program Leader's job to also help generate a fun, constructive, supportive, and creative learning environment overall.

Responsibilities include, but not limited to:

- Adapting and writing arts-based lesson plans
- Creating daily program schedules
- Supervising college interns as well as middle-school youth
- Leading daily team meetings;
- Facilitating successful art-making activities

Special Projects or Additional Duties:

- The collaborative mounting of an end-of-summer Art & Leadership art show (curation and installation); and successful publication of the Art & Leadership Zine, which is a collection of images and words created by youth program participants.
- 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

- Bachelor's Degree in Art History, Art Education, Art, Studio Art, or Any art-adjacent area of study
- 2 Years' experience in Museum or non-profit related field - Preferred
- 2 Years' classroom management skills; supervisory skills; or mentoring

Experience may substitute a Bachelor's degree and can fall under any area related to education such as classroom management, community arts education, or youth leadership

Skills and Abilities

- Experience teaching; strong oral and written communication skills
- Flexibility and adaptability
- Arts-based creativity
- Strong interpersonal and problem-solving skills
- Ability to collaboratively lead others in a team-based environment.

Benefits

Employee Assistance Program

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.