



**Position Title:** Garden Project Supervisor  
**Department:** Historic Properties  
**Location:** Abiquiu, NM  
**Pay Range:** \$20.00  
**Hours:** Full-Time, Temporary/Seasonal

### **Position Summary**

The Georgia O'Keeffe Museum is in search of a Temporary/Seasonal Garden Project Supervisor to plan, implement, and oversee all aspects of the summer garden project to plant, maintain and harvest the historic garden; train and supervise interns and volunteers; identify and acquire resources needed to support a high-quality educational experience.

Reporting to our Historic Properties Projects Director, the Garden Project Supervisor will work as part of a team to supervise, train and engage with up to six youth interns and a Garden Project Assistant.

### **Responsibilities include but not limited to**

- Working collaboratively with staff and partners to design a learning plan for the garden project interns, and identifying the resources needed to operationalize the learning plan
- Working collaboratively with staff, and interns to design the garden, acquire resources, and complete preparation necessary for planting
- Provide training for garden interns in garden design, planting, maintenance, and harvesting, and other special topics including upkeep of a blog and guest speakers
- Provide training for garden interns on working safely with garden tools, working in varying weather and other environmental elements, and working safely in a light physical and manual labor job.
- Provide hands-on supervision and support for interns and volunteers in all aspects of garden planting, maintenance and harvesting, including acquisition of necessary supplies and equipment
- Provide direction and support for all activities related to harvesting the garden produce
- Plan and oversee special events, including field trips, food bank distributions, and season event for family and staff
- Working with community schools to recruit interns for the program

### **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**

- GED or HS diploma, Required
- 2 + Years' experience working with high school students/volunteers
- 2 + Years' experience with gardening techniques, garden layout design and plant selection and harvesting
- Experience teaching; strong oral and written communication skills

### **Skills and Abilities**

- Good problem-solving abilities with a positive approach.
- Excellent verbal communication skills.
- Knowledge of different learning styles and motivational techniques
- Project management skills
- Demonstrated skills and background working with youth

### **Benefits**

This position is eligible for some benefits, including free museum membership, retail store discount, and Employee Assistance Program!

**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.*

Applicants must be authorized to work in the US for any employer, without needing sponsorship.