



**Position Title:** Maintenance and Landscape Assistant  
**Department:** Historic Properties  
**Location:** Abiquiu, NM  
**Pay Range:** \$15.00  
**Hours:** Full-Time, Temporary/Seasonal

### **Position Summary**

The Georgia O'Keeffe Museum is searching for an experienced Maintenance and Landscape Assistant to join our team at the O'Keeffe Home and Studio in Abiquiu, NM. The Facilities Maintenance Technician is responsible for performing and scheduling routine maintenance to ensure safety, proper functionality, and aesthetics of the O'Keeffe's buildings and grounds, equipment, and fixtures.

Reporting to our Historic Properties Projects Director, the Maintenance and Landscaping Assistant will work as part of a team to carry out duties involving basic facility repair and maintenance, and assisting with basic maintenance of grounds and landscaping.

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

- Assist with maintaining and repairing GOKM buildings, grounds and equipment
- Landscaping assistance as needed including planting; irrigation; weeding, pruning, mowing, cleaning and repairing paths, snow removal, and assist with Garden Interns.
- Assist in performing basic facility repairs in, but not limited to carpentry, plumbing, patching and painting
- Assistance with coordinating outside vendors and contractors

### **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
- This position will avoid and will not be permitted to perform any work that must be done by a certified technical professional, e.g. electrical work that would require an electrician's certificate or license.

### **Background and Qualifications**

- GED or HS diploma, Required
- 1-2 Years' experience working in a similar Maintenance role

### **Skills and Abilities**

- Good problem-solving abilities with a positive approach.
- Strong initiative with a positive proactive dependable approach to work.
- Excellent verbal communication skills.
- Demonstrated experience with, and knowledge of, best safety practices on a construction or work site.
- Must meet the physical requirements of the job, to include but not limited to: Ability to climb stairs or a ladder, bending, kneeling, stooping, working with hands above shoulder level, and lift (weight varies based on product)
- Must be able to safely use hand tools, power tools, and other landscaping equipment to complete jobs
- Be flexible to work holidays.

### **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.*

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