



Position Title: Community Outreach Assistant
Department: Learning and Engagement
Location: Santa Fe, NM
Pay Range: \$22.00/hour
Hours/Term: Part-Time (22 hours per week), Temporary 1-year Term, Non-Exempt

Position Summary

The O'Keeffe Museum is in search of a Community Outreach Assistant to advance community relations across the State of New Mexico. The duties of the Georgia O'Keeffe Community Outreach Assistant will support the philosophy and target audience goals of the Department of Learning and Engagement. Reporting to the Manager of Community Outreach, this English/Spanish bilingual position will support outreach initiatives by facilitating hands-on learning activities and driving the Art to G.O. truck on behalf of the O'Keeffe Museum.

This position is a Part-time, Temporary position.

Responsibilities include but are not limited to

- Collaborate with the Manager of Community Outreach in relationship building, program development, and teaching with new and existing community partners, by driving throughout the state of New Mexico. Work is inclusive of youth and adult target audiences, at offsite locations. Will include driving 14' outreach vehicle.
 - Connect with existing partners, seek out and build relationships with new partners, and schedule outreach events as needed.
 - Develop and document activities and lessons for the Art Truck and other outreach events.
 - Track scheduling, contacts, and attendance for all events.
- Help shape the outreach strategy for Community Outreach, with the guidance of the Manager of Community Outreach and the Director of Learning and Engagement, based on Education and Interpretation Philosophy and Target Audience goals.
- Provide support to the Education and Interpretation team as required.
- Some weekend and evening hours.

Background and Qualifications

- A bachelor's degree in Art History, Art, museum studies art Education, or a related field required.
- 1-year minimum experience in community engagement or community outreach for any type of organization; + teaching in either formal or informal setting required
- 1-year minimum experience instructing or leading art-based activities or lessons required
- 1 year working in a museum setting preferred but not required

Skills and Abilities

- Ability to teach creatively and collaboratively in a team-based environment
- Able to work independently
- Excellent social and oral communication skills in both English and Spanish
- Strong ability to work empathetically with diverse audiences
- Willingness to drive a 14' truck to all areas of New Mexico
- Basic computer skills (Microsoft Office applications including Outlook, Word, and Excel).
- Ability to work flexible hours including weekends, holidays, and evening events as needed.

Benefits

This position is eligible for some museum benefits including 403(b) 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@gokm.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.