



**Position Title:** O'Keeffe Art & Leadership Assistant Lead  
**Department:** Learning & Engagement  
**Location:** Santa Fe  
**Pay Range:** \$17.00 per hour  
**Hours:** Seasonal, Full Time, Non-Exempt

**Position Summary:**

The Georgia O'Keeffe Museum Art & Leadership Assistant Lead will provide essential support in the daily operations of the Art & Leadership Program, a summer art-making intensive for middle school youth. This role assists in the facilitation and coordination of art activities, the supervision of participants and interns, and supports the overall logistics of the program. The Assistant Program Lead will work closely with the Program Lead to ensure the success of the program by providing hands-on assistance with lesson planning, lesson facilitation, daily schedules, participant supervision, administrative tasks such as participant files and record keeping, and field trips. The Assistant Program Lead will also aid in maintaining a positive, supportive, and creative learning environment for all.

**Responsibilities include but not limited to:**

Essential functions and responsibilities of this position include assisting in executing the Art & Leadership curriculum, supporting lesson planning, and preparing materials for each day's activities; providing logistical support during art-making sessions, ensuring participants have the necessary materials and are engaged with the activities; supporting the Program Lead in managing behavior and supervising middle school participants and college-level interns throughout the day, ensuring a safe and positive environment for all; co-facilitating daily art-making sessions, games, and group activities; assisting with managing lunchtime and field trips; maintaining and updating participant files, ensuring that all information is current and properly documented; attend and actively participate in daily team meetings with the Program Lead and interns to discuss the day's activities, reflect on progress, and address any challenges or concerns. With this position, coordination and organization is key.

Special projects that fall under this position are 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.

**Background and Qualifications:**

- Bachelor's degree preferred in Art history, Art Education, Art, Studio Art, Any art-adjacent area of study.
- 2-3 years experience may substitute for a Bachelor's degree and can fall under any area related to education such as classroom management, community arts education, or youth leadership.
- 1-2 years teaching and facilitating lessons in a classroom setting
- Educational background in arts education or studio art
- 1-2 years experience in a leadership or supervisory role

**Skills and Abilities:**

- Experience working with middle school-aged youth, preferably in an educational or creative setting
- Basic knowledge of art materials, techniques, and creative processes
- Ability to collaborate with a team and adapt to a dynamic, fast-paced environment
- Flexibility and willingness to assist with various tasks as needed
- Strong interpersonal and problem-solving skills

**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.