



Position Title: O'Keeffe Art & Leadership Program Lead
Department: Learning & Engagement
Location: Santa Fe
Pay Range: \$22.00 per hour
Hours: Seasonal, Full Time, Non-Exempt

Position Summary:

The Georgia O'Keeffe Art & Leadership Program Lead 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. Responsibilities include Art & Leadership curriculum implementation, lesson planning and facilitation, supervision of college-level interns and middle school-level program participants, facilitation of all activities (artmaking, games, lunch, and field trips), creating daily schedules, leading daily team meetings, maintaining the program site, and supervision of the Assistant Program Lead. Program Leads must be present on-site daily and during field trips and are also responsible for the supervision of maintaining participant files by the Assistant Program Lead, overseeing completion of intern projects, and consistently coordinating/communicating with the Art & Leadership Program Manager. This position also includes co-organizing the end-of-summer art exhibition. Aside from individual responsibilities, it is the Program Lead's job to also help generate a fun, constructive, supportive, and creative learning environment overall.

Responsibilities include but not limited to:

Essential functions and responsibilities of this position include adapting and writing arts-based lesson plans based on Art & Leadership core curriculum; creating daily program schedules; supervising college interns and providing mentorship/feedback on their performance; supervising middle-school youth and providing guidance on their artmaking; leading daily team meetings; and facilitating successful art-making activities and art lessons. Within this position, leadership 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 a Bachelor's degree and can fall under any area related to education such as classroom management, community arts education, or youth leadership
- 3+ years experience in teaching and lesson planning at middle school level
- 3+ years experience in curriculum implementation and classroom management
- Experience with teaching arts-based creativity and/or studio art
- Educational background in arts education or studio art

- 2-3 years experience in a supervisory role

Skills and Abilities:

- Experience teaching and lesson planning; strong oral and written communication skills
- Experience with curriculum implementation and classroom management
- Flexibility and adaptability
- Arts-based creativity and studio art experience
- Strong interpersonal and problem-solving skills
- Ability to collaboratively lead others in a team-based environment

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

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.