



Position Title: Garden Project Supervisor
Department: Historic Properties
Location: Abiquiú, NM
Pay Range: \$22.00/hour
Hours: Part-Time, 24 hours/week, Temporary

Position Summary

The Garden Project Supervisor leads and supports the Abiquiú Garden Project, a youth-centered summer internship program at the historic Home and Studio of Georgia O'Keeffe in Abiquiú, New Mexico. Working under the direction of the Georgia O'Keeffe Museum, the Garden Supervisor is responsible for overseeing daily garden activities, mentoring high school interns, and facilitating hands-on outdoor learning rooted in environmental stewardship, cultural heritage, and place-based education. The Garden Supervisor creates a safe, inclusive, and engaging environment that supports youth development while maintaining the productivity and care of the historic garden.

Responsibilities include but not limited to

- Supervise and mentor up to 8 high school interns from rural and underrepresented communities, fostering leadership, teamwork, and confidence
- Plan and lead daily garden activities, including planting, harvesting, soil care, composting, and sustainable agriculture practices
- Teach basic horticulture, local food systems, and nutrition concepts through hands-on, experiential learning
- Integrate environmental education activities such as plant identification, nature walks, birdwatching, and observation-based learning
- Introduce interns to the traditional acequia irrigation system and its cultural, historical, and environmental significance
- Support a welcoming, trauma-informed, and youth-centered learning environment suitable for students of all abilities
- Coordinate and assist with field trips to farms, cultural sites, and regional landmarks
- Guide interns in reflective activities, including writing, photography, and informal interpretation for visitors
- Oversee garden maintenance at the historic property, ensuring alignment with preservation standards and site stewardship goals
- Support produce harvesting and coordination of food donations to local food banks
- Assist in planning and executing the end-of-season Harvest Celebration for students, families, and community members
- Communicate regularly with program staff to support smooth operations, scheduling, and intern well-being

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 and some college in general studies preferred.
- Experience working with high school students preferred.
- Experience working with gardening and/or agriculture preferred.

Skills and Abilities

- Teamwork / Collaboration
- Familiarity with acequia irrigation and high level of proficiency in gardening
- Decision Making / Initiative / Emotional Intelligence
- Oral and Written Communication Skills / Basic Information Technology Skills / Administrative Inclination
- Responsibility / Trustworthiness / Professionalism / Work Ethic
- Customer Service Orientation
- Results Orientation / Attention to Detail
- Problem-Solving Skills / Conflict Resolution
- Adaptability
- Ability to work effectively for 8 or more hours at a time with minimal or no direct supervision

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.