



Position Title: Museum Educator
Department: Learning and Engagement
Location: Santa Fe, NM
Pay Range: \$16.85/hr
Hours: Part-Time, On Call

Position Summary:

The goal of the Georgia O'Keeffe Museum Educator is to provide an outstanding experience to Museum guests inside the galleries, as well as engaging and educational experience to off-site program participants. Educators will provide information on the life of Georgia O'Keeffe through engaging, educational, and interactive tours to adult groups and K-12 groups. Outside of in-gallery experiences, Museum Educators can assist with educational programming. This includes assisting with on-site family programs and in-person adult studio classes.

Responsibilities include but not limited to:

- Following a training period and/or supervisor approval, provide tours about the life of Georgia O'Keeffe and her art to the public.
- Speak in front of groups in the Museum on a regular basis, and respond to inquiries from visitors.
- Must have flexible daytime availability (including weekends).
- Those that are interested in touring schoolchildren/ those with bilingual+ language skills particularly desired.
- Attend regular content continuing education regarding the museum's collections.

Skills and Abilities:

- Excellent oral communication skills.
- Memorization of key art history material + enthusiastic personalization of content.
- Strong interpersonal skills and ability to work empathetically with diverse audiences.
- Ability to work creatively and collaboratively in a team-based environment.
- Able to work independently and repeat information regularly.
- Preferred background in one or more of the following: teaching, public speaking, customer service, theater/ improv, or museum education/ museum studies or art history.
- Spanish speaking/bilingual language skills highly desired.

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:

- BS/BA/BFA diploma preferred.
- One year of experience working in a classroom or other educational setting is preferred.
- One year of working experience in a museum setting is preferred.
- Must complete training as define by O'Keeffe Museum.
- Must maintain Annual Training/Review.

Physical Requirements:

The physical requirements described below are representative of those that must be met to successfully perform the essential functions of this position.

- **Regularly:** Sitting, standing, walking, reaching with arms and hands, talking, hearing, feeling/touching, vision (including close, peripheral, and depth perception and the ability to adjust focus), reading, and learning.
- **Frequently:** Stooping, kneeling, crouching, and crawling.
- **Occasionally:** Climbing and balancing.

Benefits

This position is eligible for partial benefits including 403b retirement plan with employer match after one year of employment, 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

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.