



Position Title: Maintenance and Landscape Assistant
Department: Historic Properties
Location: Abiquiu, NM
Pay Range: \$18.00/Hour
Hours: Full-Time

Position Summary

The Georgia O'Keeffe Museum is in search of a Maintenance and Landscape Assistant to assist with the maintenance and landscaping at the Historic Properties in Abiquiu and Ghost Ranch in accordance with the mission and values of the Georgia O'Keeffe Museum, including, but not limited to all operations whether minor or major in relation to the property's exteriors and interiors with an emphasis on restoration and preservation of the historic sites. Assisting the Construction and Maintenance position as well as the Maintenance and Landscape position as needed and coordinating with other Museum staff, volunteers, and scholars. Provides support to the Director of Historic Properties.

Responsibilities include but not limited to

Assists with construction, maintenance, and landscaping as needed to the historic adobe properties including, but not limited to building maintenance and repairs; plastering; landscaping and garden. Curatorial and security assistance.

Performs manual labor; adobe maintenance, plastering, roof maintenance, painting, window and door repair, plumbing, minor electrical, fence construction or repair.

Provides access to and assists with approved visitors, and curatorial issues as requested including care of collections.

Landscaping assistance as needed, including; planting, irrigation, weeding, pruning, mowing, cleaning and repairing paths, and snow removal.

Physical Requirements include, but are not limited to: Regularly standing, walking, climbing, reaching, stooping, bending, crawling, kneeling, talking, hearing, feeling, and lifting up to 75 lbs.

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

- 1-2 Years experience working in Adobe construction, landscaping/house maintenance, use of power tools and garden machines
- High school diploma/GED - required

Skills and Abilities

- Attention to detail and highly organized
- Ability to prioritize multiple projects and tasks
- Strong commitment to quality
- Adherence to safety training and procedures when working or operating hand tools or equipment.

Benefits

This position is eligible for our full benefits package including medical, dental, vision, Life Insurance and Short/Long Term Disability, 403b 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@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.