



**Position Title:** Art & Leadership Program Internship  
**Department:** Learning & Engagement  
**Location:** Santa Fe, NM  
**Pay:** \$14.45 per hour  
**Hours:** Full-time, Internship, Summer 2025 (10 weeks: May 27-August 5)

### **Position Summary**

This internship aims to provide a variety of experiences in art education, classroom management, and creative opportunities as part of a well-rounded summer program for middle school students. Interns will be trained to work with children on creativity, self-expression, and the development of their artistic talents to enhance their self-confidence and self-respect. Interns will be trained in how to successfully plan lessons and subsequently facilitate artmaking in order to create a positive camp-like experience for middle school youth. Interns act as role models for middle school participants and should conduct themselves accordingly – with enthusiasm for the program, engagement, and respect for other staff and students.

In addition, interns will receive mentoring from select experienced Museum staff (Manager of Youth and Family Learning, Graphic Designer) on putting together an official Art & Leadership Zine for the summer of 2025. This will provide first-hand experience with writing, photography, and art direction.

This internship is 10 weeks in duration from May 27<sup>th</sup> to August 5<sup>th</sup>, 2025. This internship is not remote. Applicants must be able to relocate to Santa Fe NM and be able to stay for the entire term of this internship.

### **Key Learning/Experience for Intern:**

- Lesson planning, lesson facilitation, and engagement in a classroom-like setting
- Classroom management
- Coordination, collaboration, and organization in a fast-paced environment
- Art direction, writing, and photography
- Getting to know the ins and outs of how a museum operates as well as meeting with select experienced Museum staff bi-weekly to learn about their job and the industry

### **Background and Qualifications**

- BA studies focused on art, studio art, art history, art education, museum studies, or education and related fields preferred

### **Skills and Abilities**

- Interest in art or art education
- Ability to work in a team environment
- Strong verbal and written communication skills
- Ability to problem solve quickly and work well under pressure
- Flexibility and adaptability
- Experience working with middle school students preferred

### **Benefits**

- Employee Assistance Program
- Museum Store Discount
- The Georgia O’Keeffe Museum Intern program offers opportunities to learn more about Museum careers, as well as Santa Fe and Northern New Mexico through conversations with professionals, group field trips, etc.

**The deadline to apply for this internship is February 28, 2025. Resumes must be accompanied by an Internship Application downloadable from our website at: <https://www.okeeffemuseum.org/about-the-museum/careers-and-volunteering/>**

**To be considered, please send your resume and application to:**  
[opportunities@okeeffemuseum.org](mailto:opportunities@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 eligible to work in the US for any employer without needing sponsorship