



**Position Title:** Art & Leadership Program Lead  
**Department:** Learning & Engagement  
**Location:** Santa Fe, NM  
**Pay:** \$22.00 per hour  
**Hours:** Full-time, Temporary, Summer 2025 (10 weeks: May 19 -August 1)

### **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 maintaining participant files, overseeing completion of intern projects, and consistently coordinating/communicating with the Manager of Youth & Family Learning. 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, engaging, supportive, and creative learning environment overall.

### **Responsibilities include but not limited to**

- 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 art making.
- 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**

- BA - Art History, Art Education, Art, Studio Art, Any art-adjacent area of study - Preferred

### **Skills and Abilities**

- 2-3 years' experience teaching and lesson planning; strong oral and written communication skills
- 2-3 years' 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**

- Employee Assistance Program
- Museum store discount

**To be considered, please send your resume and application to:**

[opportunities@okeeffemuseum.org](mailto:opportunities@okeeffemuseum.org)

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Applicants must be eligible to work in the US for any employer without needing sponsorship