

# SITE SANTA FE

<b>TITLE:</b>	Director of Creativity and Learning
<b>STATUS:</b>	Exempt, Full Time
<b>REPORTS:</b>	Deputy Director
<b>DATE:</b>	September 2022

SITE Santa Fe is a non-profit contemporary arts organization based in Santa Fe, New Mexico. Since its founding in 1995, SITE Santa Fe has presented 11 biennials, more than 100 contemporary art exhibitions, and works by hundreds of emerging and established artists from around the world. SITE Santa Fe also presents a wide range of Public Programs that include conversations with artists and art-world luminaries, film screenings, performances, and concerts; as well as a series of longstanding Education Programs that engage local students in contemporary art experiences, hands-on projects, and work-based learning opportunities.

SITE Santa Fe is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, gender, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

## Summary

The Director of Creativity and Learning is a critical member of SITE Santa Fe's leadership team. It is the Director of Creativity and Learning's responsibility to create, manage, and supervise all of SITE Santa Fe's Educational Programs and to build strong relationships with local educational institutions. The Director of Creativity and Learning leads, supervises, and mentors the Education Department team, reports to the Deputy Director, and works collaboratively with other departments to ensure that SITE Santa Fe's education programs are aligned with the institution's mission and exhibition program.

## Responsibilities:

- Oversee, create, plan, and facilitate educational programming for all levels of students (grade school - high school, college, and graduate students) and adults, distance/online learning opportunities, and other curriculum development.
- Oversee SITE Santa Fe's current educational programming including, but not limited to, Young Curators, SITE Scholars, Internships, IRL, Generate, and SITE Guides.
- Evaluate current Education Programs and initiatives, and develop a strategy and a three-year plan for SITE Santa Fe educational programming rooted in a methodology for impact and change (i.e. Theory of Change) with specific goals and outcomes.
- Collaborate with educational institutions to develop meaningful and impactful projects and programs, and continue to develop and expand successful working relationships with Santa Fe Public Schools, private schools, colleges and

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universities in northern New Mexico; other non-profits and cultural institutions in the region, the City of Santa Fe, as well as a cohort of museums across the country.

- Monitor innovation in new pedagogical approaches in the cultural, museum, and education sectors, and incorporate as appropriate into SITE Santa Fe's initiatives and programs.
- Actively manage and mentor the Education Department team, including Education Manager, Education Coordinator, SITE Guides, and Interns.
- Actively manage and track the Education Department budget.
- Work with the Curatorial team to explore the intersection between education and exhibition programming and identify opportunities where artists can interact, meet, and work with students and other community members.
- Source and engage with contractors for Education Programs including videographers, artists, translators, etc.
- Work with the Development team in the preparation of materials and reports for Education Department grants.
- Work with the External Affairs team to promote education initiatives via editorial, social media, and advertising.
- Participate in Board Meetings and provide Education Department reports and presentations.
- Participate in strategic short- and long-term institutional planning in alignment with SITE Santa Fe's strategic vision.
- Represent SITE Santa Fe in the community by attending meetings, events, and conferences to inspire, build relationships, and increase active participation in the organization's education initiatives and programs.

## Qualifications

1. At least 7+ years of experience in a progressive role in the arts education or museum field.
2. At least 5+ years of experience managing and leading a team or department.
3. Knowledge of arts education and contemporary art.
4. Spanish speaking, preferred.
5. Excellent organizational and analytical skills and a strong attention to detail.
6. Excellent interpersonal skills and the ability to communicate well.
7. Ability to prioritize and manage time, take initiative, and meet deadlines in a fast-paced environment with rapidly shifting priorities.
8. Must be a self-starter and creative problem solver.
9. Ability to work collaboratively with staff and maintain a high degree of professionalism in a dynamic and creative setting.
10. Embrace SITE Santa Fe's commitment to diversity, equity, inclusion and accessibility.
11. A high degree of computer literacy and competency in the MS Office suite, google suite, and Adobe Acrobat.

**Application instructions:** Applicants should submit a resume and a cover letter to

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[job@sitesantafe.org](mailto:job@sitesantafe.org), with the subject line "Director of Creativity and Learning".