

TOUR PROGRAM COORDINATOR
CONTEMPORARY ARTS MUSEUM HOUSTON
Job Description

Description of the Position

The Tour Program Coordinator is a full-time exempt position in the Contemporary Arts Museum Houston (CAMH)'s Education and Public Programs Department. The employee supervises and facilitates the organization and activities of CAMH's Frequently Asked Questions (FAQ) Team program, a group of artists and historians who assist with contextualizing the Museum's exhibitions for diverse audiences. CAMH's FAQ Team are part-time employees of the Museum that lead inquiry based tours and provide hands-on interdisciplinary workshops for pre-K students to adults. In conjunction with the Education and Public Programs Director, the Tour Program Coordinator is responsible for developing training sessions for the FAQ Team. The employee works closely with FAQ Team to create exhibition-based art workshops in order to ensure that the development of the tour program and is in line with the institution's mission as guided by its current long-range plan. In addition, the Tour Programs Coordinator is in charge of conducting research to stay current of educational best practices, teacher and community outreach, and organizing family programming (i.e. Family Days, Open Studio, and other programs as advised) with the goal of increasing attendance and reaching new audiences.

Principle Duties and Responsibilities

- Schedules and coordinates tours and workshops by communicating with teachers and principals in a timely manner to collaborate on creating a tour experience that can meet the school's needs and encourage repeat visits.
- Hires, trains, observes, and evaluates FAQ Team; serves as their manager and point of contact communicating relevant information about museum happenings, exhibitions, and tour plans.
- Conducts research related to school visits and current museum topics to help ensure that CAMH is following best practices.
- Leads, organizes, and programs outreach into partner schools and cultivates strategic community partners.
- Keeps track of zip codes and student numbers, and compiles contact list of schools and organizations for outreach and for use by the Development Department for granting purposes.
- Maintains accurate records and time sheets of FAQ Team following proper protocol as directed.
- Promotes the tour program and envisions new audiences and pathways for bringing in new groups and schools.
- Coordinates and develops training sessions for FAQ Team in conjunction with the Education and Public Programs Director.
- Cultivates and maintains contacts with teachers and school based organizations to develop ongoing relationships and outreach opportunities.
- Compiles research material (i.e. didactic texts, checklists, links to articles, catalogue essays etc.) in advance of the opening of a new exhibition to share with FAQ Team.
- Organizes, in conjunction with the Education and Public Programs Director, curatorial walkthroughs of current exhibitions; ensures that the walkthroughs are documented and made available to FAQ Team.
- Schedules FAQ Team for Family Day, Open Studio and other public programming as needed and helps to develop, organize, and lead programming.
- Assists in the development and creation of the Museum's educational materials for the general public.

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- Supports Education and Public Programs Director in managing the department budget as it relates to the tour program.
- Leads tours as needed.
- Attends exhibition openings and events, and supports other Museum programs as assigned.
- Other duties as assigned.

Reports to: Education and Public Programs Director

Supervises: CAMH FAQ Team and occasional interns

Skills

- Comfortable with public speaking, teaching, and leading large groups of people of all ages.
- Detail-oriented and ability to plan complex hands-on projects from start to finish, preparing materials and directions for audiences of all ages and abilities.
- Sensitivity and willingness to have challenging conversations related to exhibitions.
- Work efficiently with others.
- Act as a strong advocate for the tour and education programs in the museum and community.
- Work closely with teachers to make creative connections between exhibitions and their curriculum.
- Ability to multi-task and plan many activities and programs simultaneously.

Qualifications:

- Ideal candidate will be energetic, outgoing, and enthusiastic with strong interpersonal skills to foster effective working relationships at all levels, including working in team situations.
- BA or BFA in appropriate field and a strong interest in contemporary art and its place in community life.
- 2+ years in education or arts-related position, including event programming and the coordination of part-time employees.
- The ability to motivate groups and to facilitate group projects.
- Excellent written and verbal communication, including the ability to present information in a variety of formats to a variety of audiences: children, first-time Museum visitors, adolescents, college students, educators, and arts professionals.
- Ability to extrapolate essential information from verbal and written formats, especially concerning the texts and vocabulary of contemporary art.
- Formal or informal teaching experience, including the training and evaluation of subordinates.
- Understanding and knowledge of current museum-teaching pedagogy.
- Flexibility, creativity, and calm in the face of challenging situations.
- Strong computer skills including experience with current programs such as Microsoft Word, Excel, Power Point, Adobe, and Photoshop.

To apply

Please send your resume and cover letter to Felice Cleveland at fcleveland@camh.org with the subject line Tour Program Coordinator. No phone calls, please.