

Contemporary Arts Museum Houston

FAQ (Frequently Asked Questions) Team Member

Description of the Position

The Contemporary Arts Museum Houston is seeking new members to add to its current FAQ (Frequently Asked Questions) Team line up. FAQ Team Members are hourly, non-exempt employees who work a flexible schedule based on tour and programming needs. The FAQ Team is a group of artists and art historians who assist with contextualizing CAMH's dynamic exhibitions for diverse audiences through discussion-based tours and related hands-on art making workshops. CAMH is seeking artist-practitioners and art historians to lead tours and workshops for elementary, high school, and college/university students as well as for a variety of community groups. Bilingual English/Spanish speakers are highly encouraged to apply, as are other bilingual speakers. A FAQ Team member shares a flexible schedule with others on the FAQ Team staff that is based around the Museum's regular public hours, including some evenings and weekends. **FAQ Team members must be available Tuesday, Wednesday, and Thursday mornings during the school year.** FAQ Team members support CAMH's public programs and outreach in the community and schools. The employee has a significant role at the institution and represents the Museum and its mission to the general public.

Principle Duties and Responsibilities

- Leading tours and art workshops for diverse audiences and age groups, including elementary and secondary school students.
- Maintaining a gallery presence and acting as an information resource for visitors during public programs and family events.
- Create and execute drop-in gallery experiences that correspond and relate to current exhibitions.
- Attend curatorial walkthroughs and read educational materials regarding each exhibition; stay up-to-date on tour, workshop, museum protocol, and upcoming programming.
- Assist in Family Days, Museum Experience Day, Open Studios, Drop-In Experiences, and other outreach events and public programs.
- Communicate with the Tour Program Coordinator in a timely manner regarding your availability for tours and programming.

Reports to: Teen Council and Tour Programs Coordinator

Qualifications:

- Minimum B.A. or B.F.A. in studio art, art history, cultural studies, or related field or equivalent experience.
- Personable and enthusiastic about art.
- Formal or informal teaching experience.
- Experience with public speaking and/or leading tours.
- Experience in leading workshops and art making activities.
- Ability to engage with diverse audiences and age groups.
- Must be punctual.
- Ability to work as part of a team.

To apply

Please send a resume and cover letter to tours@camh.org with the subject line FAQ Team Member. No phone calls, please.