

# Contemporary Arts Museum Houston

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## Employment Opportunity | Communications Coordinator

### About the Museum

Contemporary Arts Museum Houston (CAMH) presents extraordinary, thought-provoking arts programming and exhibitions to educate and inspire audiences nationally and internationally.

Established in 1948, CAMH is one of the oldest non-collecting contemporary art museums in the country, and is internationally known for presenting pivotal and landmark work by artists recognized as the most important of the 20th and 21st centuries. CAMH's mandate is to be present, to connect artists and audiences through the urgent issues of our time, and to adventurously promote the catalytic possibilities of contemporary art. CAMH's programming, both in and beyond the Museum, is presented free to the public, and advocates for artists' essential role in society.

### Description

The Communications Coordinator is a full-time, exempt position at Contemporary Arts Museum Houston in the Communications and Marketing department. The position works closely with the Director of Communications and Marketing to provide local, regional, national, and international audiences with accurate and compelling information about Museum exhibitions, activities, and general news. The Communications Coordinator is instrumental in crafting and maintaining CAMH's social media presence, email marketing initiatives, website updates, and maintaining department calendars and databases. The successful candidate will be prepared to initiate and complete innovative concepts across all channels of communication.

CAMH cultivates an active and engaged audience through social media and online. The successful candidate will bring a savvy, spirited, rigorous, and humorous approach to engagement with local and international audiences that is rooted in trust in artists and passion for their impact on society.

This full-time role requires living in or near Houston, Texas. Typical hours for this role are 9AM-5PM, Monday-Friday, although additional hours on nights and weekends will occasionally be required in support of Museum events and department duties.

Title:	Communications Coordinator
Reports to:	Director of Communications and Marketing
Status:	Full-time   Exempt
Salary:	Starting range - \$35,600

### Principle Duties and Responsibilities

Responsibilities include but are not limited to the following:

#### *Digital Marketing*

- Manage and update content for website and microsites (Facebook, Twitter, YouTube, Instagram, etc).
- Monitor platform comments/reviews and respond when necessary.

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- Collaborate with the Museum's Videographer and Graphic Designer to create high-quality content for all of the CAMH's social media channels and weekly email newsletters.
- Photography for social media and website as needed.
- Develop strategy and grow engagement through Museum's social media channels.
- Keep abreast of digital trends and suggest those appropriate for the Museum.
- Collaborate with internal stakeholders on marketing and communications efforts to generate original content for social media outlets and a weekly e-newsletter.
- Update CAMH app with content related to each exhibition.

## *Marketing and PR*

- Serve as the secondary point of contact for members of the press.
- Prepare press kits for each exhibition.
- Respond to press requests for exhibition and public program images and information.
- Maintain and update CAMH's press database on a routine basis.
- Provide research assistance to identify and coordinate outreach opportunities with local, national, and international outlets.
- Collaborate with the Director of Communications and Marketing to develop, organize, and distribute marketing materials.
- Support advertising placements on social media channels and with print and digital media.
- Assist in monitoring digital ad performance.

## *General*

- Maintain the press archives.
- Organize and upload press clips to the Museum server.
- Assist with production of press highlight packages for artists and exhibitions to be used in various earned public relations endeavors as well as board and staff presentations.
- Attend and participate in museum programs and events .

## *Skills and Qualifications*

- Bachelor's degree in related area of study (e.g. fine arts, visual arts, art history, communications, marketing, etc.).
- 1-3 years in project management, content creation, or public relations in a non-profit or arts-related field.
- Bilingual English/Spanish individuals with written/spoken proficiency is highly encouraged to apply.
- Understanding of and passion for contemporary art.
- Excellent written and oral communication skills; ability to communicate effectively and project a professional image when giving and taking information in writing, in person, and over the phone.
- Working knowledge of social media platforms (especially Facebook, Instagram, Twitter, and Youtube).
- Exceptional time management, project management and organizational skills.
- Unwavering attention to detail, creative thinker, and ability to problem solve.
- Preferred computer skills: Proficient in Microsoft Office Suite (Word, PowerPoint, Excel), Apple's

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Keynote and Pages, Adobe products (Illustrator, InDesign, and Photoshop), Content Management Systems (Later.com, Mailchimp, etc.), WordPress, and basic HTML.

- Ability to work flexible hours when needed, including evenings and occasional weekends.
- Sense of humor, flexibility, and capability to work as part of a diverse team in a creative environment.

## Requirements

*Education:* Bachelor's degree in related area of study (e.g. fine arts, visual arts, art history, communications, marketing, etc.).

*Experience:* 2-4 years in project management, content creation, or public relations in a non-profit or arts and culture setting. Bilingual English/Spanish individuals with written/spoken proficiency is highly encouraged to apply

## Salary and Benefits

Communications Coordinator will be eligible to participate in CAMH's health insurance benefit plans and have the opportunity to contribute to a pre-tax health and childcare savings plan. You are eligible for 24 Paid Time Off (PTO) days annually. These benefits will commence on the first day of the 3rd full month after your employment begins. You will also have the opportunity to contribute to a 403(b) retirement plan. The starting salary range is \$35,600 per year and compensation will be commensurate with experience.

## Submission Process

Email cover letter, resume, a writing sample, and one relevant social media post/example to: [hr@camh.org](mailto:hr@camh.org). References will only be requested for finalist candidates.

Applicant review will continue until the position is filled. Please indicate your last name and "Communications Coordinator" in the subject line (e.g., "Last Name | Communications Coordinator"). No phone calls, please—candidates whose qualifications are best aligned with the components of this job description will receive a response. Salary is commensurate with experience. CAMH offers an attractive and competitive benefits package.

Contemporary Arts Museum Houston fully subscribes to the principles of Equal Employment Opportunity. It is our policy to provide employment, compensation, and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, veteran status, disability, sexual orientation, gender identity and expression, or any other basis prohibited by federal, state, or local law. In accordance with requirements of the Americans With Disabilities Act, it is the Museum's policy to provide reasonable accommodation upon request during the application process to eligible applicants in order that they may be given a full and fair opportunity to be considered for employment.