

Contemporary Arts Museum Houston

Job Description | FAQ (Frequently Asked Questions) Team Member

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 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, related hands-on art making workshops, and support public programs. 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 Wednesday, Thursday, and Friday 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.

Title:	FAQ (Frequently Asked Questions) Team Member
Reports to:	Teen Council and Tour Program Manager
Status:	Part Time Non-Exempt
Schedule:	Flexible (see above*)
Salary:	\$15 an hour

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Principle Duties and Responsibilities

Responsibilities include but are not limited to the following:

- Leading tours and art workshops for diverse audiences and age groups, including elementary and secondary school students.
- Warmly greet all visitors of CAMH, engage them with artwork and act as an information resource for visitors during public programs and family events.
- Guided visitors through 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 Community Days, Open Studios, Drop-In Experiences, other outreach events, and public programs.
- Document visitor engagements by taking photos, tracking data of audiences, and transcribing testimonials
- Communicate with the Tour Program Manager in a timely manner regarding your availability for tours and programming.

Skills and Qualifications

- Experience with students and teaching - a variety of settings are welcome.
- A background and personal interest in contemporary art is strongly encouraged.
- 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.

Submission Process

Email cover letter and resume to hr@camh.org.

Applicant review will continue until the position is filled. Please indicate your last name and "FAQ Team Member" in the subject line (e.g. Last Name | FAQ Team Member") No phone calls, please--candidates whose qualifications are best aligned with the components of this job description will receive a response. Pay is fixed.

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.