
Job Description | 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 arts 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 Learning and Engagement department. The position works closely with the Marketing and Communications Manager to provide local, regional, national, and international audiences with accurate and compelling information and content about the Museum's exhibitions, programs, partnerships, activities, and general news. The Communications Coordinator is instrumental in crafting and maintaining CAMH's social media presence, email marketing initiatives, website updates, and communications archive. The successful candidate will bring a spirited, rigorous, contemporary, and humorous approach to engagement with local and international audiences that is rooted in understanding the Museum's audiences, trusting artists, and passion for artist's societal impact.

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: Marketing and Communications Manager
Status: Full-time | Exempt
Schedule: Monday–Friday, with some additional evening and weekend hours
Salary: \$36,500

Principle Duties and Responsibilities

Responsibilities include but are not limited to the following:

- Create and manage high-quality regular content for social media channels (Instagram, Facebook, Twitter, TikTok, YouTube, and LinkedIn) that appeal to wide and diverse sets of audiences

Contemporary Arts Museum Houston

5216 Montrose Boulevard
Houston, Texas 77006
CAMH.org | @camhouston

Trust Artists.

- Monitor platform comments/reviews and respond when necessary
- Refresh website content to be continuously welcoming for all
- Take photography for social media and website, as needed
- Maintain the Museum's website for new programs, exhibitions, partnerships, and other initiatives
- Keep up to date on digital trends and adapt CAMH's social media channels to incorporate, when appropriate
- Plan and strategize social media calendar and content in consultation with the Marketing and Communications Manager
- Collaborate across departments on marketing and communication efforts to generate original engaging content for the Museum's social media, weekly newsletter, and announcements
- Work within the Learning and Engagement Department as a key member of the team and support Museum program deliverables for content, copy, and documentation
- Serve as the secondary point of contact for members of the press, when needed
- Maintain CAMH's press database and archive press and social media engagement for exhibitions
- Support paid advertisements on social media channels
- Assist in monitoring digital ad performance and track campaign impact
- Help with production of press highlight packages for artist and exhibitions to be used in various earned public relations endeavors as well as board and staff presentation
- Aid and document the Museum's programs and events on a semi-regular basis

Skills and Qualifications

- Bachelor's degree in related area of study (e.g. fine arts, visual arts, art history, communications, marketing, etc)
- One to three years in content creation, communications, or public relations in a non-profit or arts-related field
- Bilingual (English/Spanish) individuals with written/spoken proficiency are highly encouraged to apply
- Passion or deep curiosity for contemporary art
- Excellent written and oral communication skills; ability to communicate effectively and maintain professionalism in person, writing, and over the phone
- Working knowledge of social media channels and their respective creation suites
- Exceptional time management and organizational skills
- Attention to detail, creative thinking, and ability to problem solve
- Proficient in Microsoft Office Suite, Adobe Creative Suite, Content Management Systems (Later.com, Mailchimp), Google Ads, Wordpress, and basic HTML
- Ability to work flexible hours when needed, including some evenings and weekends
- Sense of humor, flexibility, and capability to work as part of a diverse team in a creative environment

Salary and Benefits

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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 commence on the first day of the 3rd full month after your employment begins. You will have the opportunity to contribute to a 403(b) retirement plan. The starting salary range is \$36,500 per year and compensation will be commensurate with experience.

Submission Process

Email cover letter, resume, and two professional references to 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. CAMH invites applicants who identify with at least 70% of the skills and qualifications listed for this position to apply.

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.