

## Employment Opportunity

---

### **Deputy Director of Operations and Planning**

Contemporary Arts Museum Houston (CAMH) seeks a Deputy Director of Operations and Planning to provide comprehensive strategic and operational leadership to CAMH. Primary responsibilities include oversight of the Museum's internal operations and physical assets, encompassing long-range, capital, and financial planning; facilities, exhibitions management, risk management, IT, retail functions, and resiliency initiatives. This key role will join CAMH's senior leadership team at a pivotal moment in the Museum's 74-year history and represents a unique opportunity to positively impact an ambitious institution in the United States' most diverse city. In addition, the role offers a rich platform for a leader inspired by the Museum's service to the community and potential to amplify our civic impact.

#### **About the Museum**

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 country's oldest non-collecting contemporary art museums 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 in and beyond the Museum is presented free to the public and advocates for artists' essential role in society.

#### **Position Description**

The Deputy Director of Operations and Planning brings insightful and seasoned leadership to oversee all aspects of CAMH's physical plant and capital projects and manages effective day-to-day operations of the Museum. It oversees CAMH's risk management, exhibitions department, and IT functions, directs the safety, security, appearance, and condition of the Museum's facilities, and maintains insurance policies. The role will collaborate closely with the Executive Director and Director of Finance and Administration to develop the Museum's annual and multi-year budget planning. In addition, the role works closely with the Board of Trustees and Executive Director to realize the short-range and long-term goals of the Museum.

The ideal candidate works from a position of deep integrity, curiosity, and ambition. CAMH seeks a leader who balances joy and a sense of humor with intellectual rigor and a disciplined approach to managing complex projects. You bring a collaborative, influencing style of leadership rooted in care for your colleagues and a commitment to the broader success of the Museum. As a vital leadership team member, you will manage and advocate for CAMH's effective operations and counsel and collaborate with the Executive Director and senior colleagues to meet strategic goals.

The ideal candidate keenly understands contemporary and artist-centered organizations' specific context and opportunities. The Deputy Director of Operations and Planning will chart an adventurous path for CAMH that elevates artists, centers positive social impact, and elevates the visibility of CAMH's mission.

---

## Employment Opportunity

---

As a non-collecting museum, CAMH is focused on the art of our time and realizing projects that create unexpected and unforgettable contemporary art experiences. The Museum presents six exhibitions annually, organized mainly by CAMH, and often tours these exhibitions to major venues nationally. CAMH has recently broadened its reach through local partnerships with community organizations such as Houston Freedmen's Town Conservancy and collaborations with the City of Houston and Houston Independent School District (HISD). Additionally, CAMH supports multiple national public art initiatives that directly benefit local contexts and audiences and span from intimate experiences to civic scale. These projects offer ample opportunities to work beyond the walls of the Museum.

The role presents a significant scope and opportunity for a Museum leader with an entrepreneurial mindset and a strong belief in the role of artists and the Museum to serve as catalysts of cultural change.

**Title:** Deputy Director of Operations and Planning

**Reports to:** Executive Director

**Direct Reports:** Assistant Director of Facilities and Risk Management, Registrar, Exhibitions and Publications Manager. Supervises exhibitions team, janitorial and security vendors, and contractors

**Status:** Full-time, Exempt

**Starting Salary Range:** \$115,000, full benefits; compensation commensurate with experience

**Schedule:** M – F, with additional evening and weekend hours per events

### Principle Duties and Responsibilities

Responsibilities include but are not limited to the following:

- Provide advice, counsel, and support to the Executive Director on all physical Museum operations and long-range planning and capital initiatives; coordinate cross-departmental work of all organizational elements within the Museum.

#### *Facilities and Physical Plant:*

- Oversee and manage all aspects of Museum facilities, physical plant, contractors, and vendors.
- Oversee capital improvements, space management, and appropriate measures for the health and safety of staff and visitors.
- Implement risk management strategies and compliance.
- Oversee security of the Museum facility and its assets, emergency planning, and safety training and equipment.
- Develop and implement a comprehensive resiliency and sustainability framework to minimize the Museum's environmental footprint. Coordinate with external consultants as necessary to develop actionable goals and metrics.
- Proactively manage ongoing and deferred maintenance to ensure the longevity of Museum assets.
- Secure and manage off-site storage.
- Lead annual capital and facilities budget planning.

#### *Capital Planning and Project Development:*

- Facilitate and manage long-range capital planning and project development, including project management, supervising project consultants, and budget oversight.
-

## Employment Opportunity

---

- Serve as primary staff liaison to the Properties, Facilities, and Infrastructure Trustee Committee and ad hoc committees supporting CAMH's long-range planning efforts.
- Serve as a key leader in all design, planning, and capital initiatives, including public art initiatives, external curatorial services projects, and external partnerships.
- Oversee capital budgets to ensure optimal use of Museum resources.

### *Exhibitions Department:*

- Supervise the exhibitions department, including registrarial and exhibition development functions.
- Advance Museum policies to proactively reduce materials usage within a strategic resilience framework.
- Advises and counsels preparatory staff.

### *Risk management:*

- Oversees risk management, including disaster planning and the Museum's insurance policies, and ensures compliance.
- Oversees exhibitions and institutional contracts, including exhibition tours, vendor contracts, and professional liability coverage.

### *Information Technology:*

- Oversees the Museum's Information Management and Communications systems, including the telephone system, network infrastructures, and hardware inventory.
- Manage and provide guidelines to staff regarding Google server management.
- Oversees IT contractors.

### *General Responsibilities:*

- Work closely with Executive Director, senior leadership, and broader team to align operations and planning to CAMH's mission, vision, and strategic priorities.
- Maintain solid and dynamic relationships with artists to support and enhance their vision in concert with Museum opportunities.
- Support an exceptional exhibition program that positions CAMH at the forefront of contemporary art in the United States.
- Ensure effective operations of the Museum through cross-departmental collaboration and leadership.
- Build new relationships with collaborators from diverse disciplines to support the artistic vision and Museum initiatives.
- Serve as an ambassador for CAMH and its exhibitions and projects in public forums, conferences, throughout the community, and with donors.
- Serve as a key leader within the Museum, providing counsel and collaboration to colleagues at all levels of the organization, with a focus on collective success.
- Additional duties as assigned.

## **Qualifications and Characteristics**

The ideal candidate possesses the following characteristics:

- Excellent leadership, management, planning, and organizational skills;
-

## Employment Opportunity

---

- Effective communication, negotiation, and problem-solving skills;
- Knowledge of professional museum practices in the handling and care of objects and their environment; experience with and understanding of contemporary art is required;
- Driven by values and acts with integrity and purpose — acts in the best interest of the Museum and effectively stewards Museum resources;
- Self-motivated and aspirational;
- Serves as a thought leader and inspires others to embrace change;
- Highly resilient and creatively adapts to challenges;
- Strong will to advance ideas tempered by humility and curiosity about the ideas of others;
- Embraces CAMH values of kindness, empathy, mutual respect, and trust in artists;
- Strives to participate in and cultivate a workplace culture of equity and belonging;
- Embraces working within a diverse environment with a high degree of cultural sensitivity and emotional intelligence, both within CAMH's majority BIPOC staff and within the extraordinary diversity of Houston;
- Approaches their work with joy, a sense of discovery, and possibility;
- Pro-actively offers direct and constructive feedback and dissent in the spirit of improving the Museum and supporting the success of their colleagues;
- Accepting of constructive feedback;
- Fearless in approach and prudent with resources;
- Radical with ideas and pragmatic in practice;
- Significant experience in managing the physical assets of museums and public venues;
- Considerable experience in developing and managing public artworks;
- Significant experience in supervising and mentoring teams;
- An advanced degree in a related field is strongly preferred; equivalent experience is required;
- 7-10 years of professional facilities management or capital planning experience, with increasing responsibility in prior roles;
- Exceptional written and oral communication skills;
- High level of accuracy and attention to detail;
- Must be willing to work primarily within our offices in the Museum District;
- Fully vaccinated against COVID-19;
- Maintains high expectations and ambition for CAMH and is driven to lead one of the most impactful contemporary art institutions in the United States.

### Salary and Benefits

The Deputy Director of Operations and Planning will be eligible to participate in CAMH's generous health insurance benefit plans and contribute to a pre-tax health and childcare savings plan. The health plan is fully paid for employees and CAMH additionally covers 50% of partner and dependent costs. This role is eligible for 24 Paid Time Off (PTO) days annually, in addition to paid holidays. These benefits commence on the first day of the third full month after your employment begins. In addition, you will have the opportunity to contribute to a 401(k) retirement plan. The starting salary range is \$115,000 annually, and compensation will be commensurate with experience.

---

## Employment Opportunity

---

Additionally, research shows that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. We recognize that an applicant is unlikely to meet 100% of the qualifications for a given role. Therefore, you are highly encouraged to apply if much of this job description describes you.

### **Submission Process**

Email a cover letter expressing interest in the role and a current CV to [hr@camh.org](mailto:hr@camh.org). Initial interviews may occur virtually, whereas finalists may be invited to meet in person in Houston. Final candidates will be requested to provide professional references.

Applicant review will continue until the position is filled. Please indicate your last name and Deputy Director of Operations and Planning in the subject line (e.g., "Last name | Deputy Director of Operations and Planning"). No phone calls, please. Candidates whose qualifications best align with the components of this job description will receive a response.

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, the Museum's policy is to provide reasonable accommodation upon request during the application process to eligible applicants so that they may be given a full and fair opportunity to be considered for employment.

---