

Job Description | Visitor Engagement 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 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

Contemporary Arts Museum Houston (CAMH) seeks new members for our Visitor Engagement Team. The Team fulfills a vital and renewed role within the Museum's mission to be a welcoming and open space for the community. CAMH prides itself on being free and open to all, and is often a place of discovery for audiences to experience the leading edge art of our time. Through both care for the art on view and offering a warm and engaging presence, Visitor Engagement Team Members form the core of a visitor's hospitality experience within the Museum.

Visitor Engagement Team Members are non-exempt employees who work a flexible schedule based around the Museum's regular public hours, including evening, and weekends. There may be additional hours for private events scheduled on an as-needed basis. The Visitor Engagement Team is a group of people who are interested in contemporary art and active in the Houston community. The Team Member's role is two-fold: to protect and preserve the artwork and to welcome and engage visitors to CAMH. Team Members will be able to discuss the work on view with visitors, share information about Museum programs, membership, history, and ongoing initiatives, as well as be a resource to the neighborhood. Team Members will also be alert and aware of visitors' needs as they enter the gallery and protect the artwork on view. Team Members provide support to regular public programs including Drop-In Experiences and Open Studio activities to engage visitors and share more information about the artwork on view.

Title: Visitor Engagement Team Member
Reports to: Visitor Engagement Coordinator / Visitor Engagement Manager
Status: Part-time | non-exempt
Starting Salary: \$15/hr

Principle Duties and Responsibilities

Responsibilities include but are not limited to the following:

- Protects works of art from theft, vandalism, and accidental damage.
- Inspects artworks on view in assigned areas at the beginning and end of each rotation.
- Assists the Visitor Engagement Manager and Visitor Engagement Coordinator in opening and closing the Museum.
- Supports Public Programs as assigned including Drop-In Experiences, Open Studios, Community Celebration, and evening programs including talks, screenings, performances, etc.
- Actively welcoming visitors to the Museum and is prepared to engage by giving directions, information, providing general assistance, sharing information about the artwork on view, upcoming exhibitions, and information about CAMH including basic history, public programs, initiatives, community partnerships, and membership.
- Attends training to learn about each exhibition, read provided materials regarding each exhibition; stay up-to-date on CAMH's calendar and website regarding upcoming programs, initiatives, exhibitions, and community partnerships.

Qualifications

- Interested and passionate about contemporary art, art history, cultural studies, community activism, or related field.
- Personable and enthusiastic about art.
- Involved in Houston's creative community.
- Interested in providing a warm and welcoming visitor experience.
- Able to engage with diverse audiences and age groups.
- Punctual.
- Able to work as part of a team.
- Must be able to work a minimum of 14 hours a week.
- Preferably available to work Wednesday through Sunday.

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 "Visitor Engagement Team Member" in the subject line (e.g. "Last Name | Visitor Engagement Team Member"). No phone calls, please—candidates whose qualifications are best aligned 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,

Contemporary Arts Museum Houston

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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.