

Job Description | FAQ (Frequently Asked Questions) Team Member

Description

Contemporary Arts Museum Houston (CAMH) is seeking new members to add to its current FAQ (Frequently Asked Questions) Team. FAQ Team Members are dedicated to connecting CAMH's current exhibitions with its diverse audiences. The FAQ Team includes artists, educators, scholars, enthusiasts, the arts-friendly, and the arts-curious.

A FAQ Team Members primary responsibilities include leading discussion-based tours and related hands-on art-making workshops for visiting groups, including K through 12 and college/university students, and a variety of community groups like seniors and rehabilitation residents, professionals, artist collectives, educators, activists, and more. In addition, FAQ Team Members support public programs and outreach efforts in communities and schools by representing the Museum in off-site artmaking and tabling opportunities.

FAQ Team Members are hourly, non-exempt employees who work a flexible schedule based on tour, programming, and department support needs around the Museum's regular public hours, including some evenings and weekends. Therefore, a FAQ Team Member's general availability should be 11AM-6PM on Wednesdays, Fridays, Saturdays, and Sundays, and 11AM-9PM on Thursdays. There is a particular need for FAQ Team support on weekday mornings to accommodate school field trips, and Saturday afternoons. FAQ Team can expect between two to six shifts per month, with more available shifts during the academic year. A typical shift is one to four hours.

CAMH highly encourages those with formal and informal experiences in teaching, working with diverse audiences of all age groups, public speaking, and the arts to apply. Applications are also encouraged from those with an active curiosity about the contemporary arts practice and landscape and with Bilingual English/Spanish ability, and other bilingual speaking abilities.

Title:	FAQ (Frequently Asked Questions) Team Member
Reports to:	Teen Council and Tour Programs Coordinator
Status:	Part-time Non-Exempt
Schedule:	Flexible (see above)
Salary:	\$17 per hour for programs, \$50 per tour, and \$70 per tour and workshop
Benefits:	Option to participate in CAMH's 401k

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.
- Guide 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 Celebrations, Open Studios, Drop-In Experiences, and other outreach events and public programs.
- Warmly greet all visitors of CAMH, engage them with artwork and act as an information resource for visitors during public programs and family events.

Contemporary Arts Museum Houston

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

Trust Artists.

- Document visitor engagement by taking photos, tracking data of audiences, and transcribing testimonials.
- Communicate with the Tours Coordinator in a timely manner regarding your availability for tours and programming.

Skills and Qualifications

- Personable and enthusiastic about art.
- Ability to engage with diverse audiences and age groups.
- Formal or informal teaching and lesson-planning experience.
- Experience with students and teaching - a variety of settings are welcome.
- Experience in leading workshops and art-making activities.
- Experience with public speaking and/or leading tours.
- Must be punctual.
- Ability to work as part of a team.
- A background and personal interest in contemporary art is strongly encouraged.

Application Process

Email cover letter and resume to hr@camh.org. Please indicate your last name and "FAQ Team Member" in the subject line (e.g. Last Name | FAQ Team Member")

Applicant review will continue until the position is filled. 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.

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, 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.