

Job Description | Teen Council and Tour Program 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 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.

About Teen Council

Teen Council is composed of 12-15 young arts enthusiasts, serving as CAMH's vehicle for attracting the city's teen population to the museum and exposing them to the vibrant field of contemporary art. For Council members, the group serves as a highly collaborative creative incubator that opens up opportunities for leadership, visual literacy, and life skill development. During weekly meetings, the Council is introduced to the inner workings of museums and to the dynamic Houston arts community by meeting their professionals, artists, community members, and their work. Teen Council activities are decided upon by the members and can change annually, but past events by the Teen Council include art markets, exhibitions, fashion shows, film screenings, listening parties, music festivals, and poetry readings. Every other year, the Teen Council organizes a group exhibition of work by Houston-area teen artists for CAMH's Zilkha Gallery.

Description

The Teen Council and Tour Program Coordinator is a front-line position to welcome and guide schools, teachers, students, community members, and all groups. The Teen Council and Tour Program Coordinator works to create a bridge between contemporary art, artists, and the broader Houston community through tours, relationships with teachers, and connections with Houston-area teens. The Teen Council and Tour Program Coordinator supervises, mentors, and facilitates the organization and activities of CAMH's Teen Council, a group of adolescents chosen to create programming for their peers. Teen Council members are compensated for their work at CAMH, and meet at least once each week to conceive and organize Teen Council-organized activities. The Teen Council and Tour Program Coordinator serves as an influential mentor to the members of Teen Council, artistically, academically, and socially. This position provides opportunities for Teen Council members to meet local artists, learn more about the inner workings of a museum, curate their own exhibitions, create programming for their peers, and learn about a variety of pathways and choices for their future.

This position also supervises and facilitates the organization and activities of CAMH's Frequently Asked Questions (FAQ) Team program, a group of artists, art historians, and educators who assist with contextualizing the Museum's exhibitions for diverse audiences and support public programs. CAMH's FAQ Team are part-time employees of the Museum that lead inquiry-based tours and provide hands-on interdisciplinary workshops for pre-K students to adults. The Teen Council and Tour Program Coordinator is responsible for developing training

sessions for the FAQ Team. The employee works closely with the FAQ Team to create exhibition-based art workshops in order to ensure the development of the tour program and is in line with the institution's mission. In addition, the Teen Council and Tour Program Coordinator is in charge of collecting tour data and conducting research to stay current of educational best practices, teacher outreach, and student learning.

Title: Teen Council and Tour Program Coordinator
Reports to: Director of Learning and Engagement
Supervises: Teen Council Associate, Teen Council Members, and FAQ Team
Status: Full-time | Exempt
Schedule: Monday–Friday, with some additional evening and weekend hours, including required attendance at weekly Teen Council meetings.
Salary: Starting range \$40,000

Principle Duties and Responsibilities

Responsibilities include but are not limited to the following:

TEEN COUNCIL

- Create an annual syllabus to plan weekly activities for Teen Council meetings, updating the syllabus regularly with new information. Weekly meetings should engage and challenge the members and be responsive to their needs and interests.
- Plan thoughtful art experiences for Teen Council including visits to other art organizations, studio visits, meeting other CAMH staff, etc.
- Organize, manage, and collaborate with Teen Council Members in guiding them through the process to choose new candidates to participate in Teen Council each year.
- Lead and guide Teen Council members as they plan large-scale exhibitions and programs, serving as the liaison with partners, designers, CAMH staff, etc. Find the balance between hosting a teen-led program and providing organization, support, communication, and logistical know-how.
- Administer and maintain financial documents for semesterly distribution of stipends to Teen Council members in close collaboration with the Finance Department.
- Build relationships and a network of Teen Council alumni.
- Facilitate the exchange of information between Teen Council members and other Museum employees to ensure Teen Council members are informed of the content and importance of future exhibitions and programs. Promote and advocate Teen Council activities to CAMH staff and community.
- Cultivate and maintain contacts with teachers and school-based organizations for adolescents to develop opportunities for Teen Council recruitment, service, and membership diversity.
- Conceive, implement, and evaluate opportunities for Teen Council outreach and Teen Council collaboration opportunities.
- Keep Teen Council members focused on the goals of the Council, and mediate conflicts, and resolve challenges.

- Communicate regularly with other departments including Development and Communications and Marketing regarding Teen Council updates, testimonials, documentation, and numbers.
- Create budgets and track expenses for Teen Council-related events, exhibitions, and assigned public programs.
- Attends weekly Teen Council meetings, exhibition openings and events, and supports other Museum programs as assigned.
- Maintain documentation of Teen Council's activities to be submitted to CAMH's Teen Council archive.

TOUR COORDINATION

- Schedules and coordinates tours and workshops by communicating with interested visitor coordinators in a timely manner to collaborate on creating a tour experience that can meet the needs of the group and encourage repeat visits.
- Communicates with museum colleagues regarding tour scheduling and space needs.
- Leads tours as needed.
- Orders and tracks workshop supplies.
- Plans and develops workshop themes, ideas, curriculum, and workshop programming to coordinate with the exhibition on view.
- Schedules FAQ Team for Community Celebrations, Open Studio, Drop-in Experiences, and other public programming as needed in close communication with the Learning and Public Programs Manager.
- Keeps track of zip codes along with detailed school and student numbers, and compiles contact lists of schools and organizations for outreach and for use by the Development Department for granting purposes.
- Develops and creates CAMH's educational materials for the general public including a general Art Guide, and Exhibition Content Reviews, and Education Guides for each exhibition.

FAQ TEAM DEVELOPMENT/MANAGEMENT

- Hires, trains, observes, and evaluates FAQ Team; serves as their manager and point of contact communicating relevant information about museum happenings, exhibitions, tour plans, and processing timesheets.
- Facilitates and develops training sessions for the FAQ Team and communicates needs of the Director of Learning and Engagement and the Learning and Public Programs Manager.
- Compiles research material (i.e. didactic texts, checklists, links to articles, catalogue essays, etc.) in advance of the opening of a new exhibition to share with the FAQ Team and Visitor Engagement team.
- Organizes, in conjunction with the Director of Learning and Engagement, curatorial walkthroughs of current exhibitions; ensures that the walkthroughs are documented and made available to the FAQ Team.
- Maintains accurate records and timesheets of the FAQ Team following proper protocol as directed.

ADMINISTRATIVE

- Supports Director of Learning and Engagement in managing the department budget as it relates to Tour and Teacher Programs and Teen Council.

- Track expenses and support the Director of Learning and Engagement in the management of educational budget for programs, ensuring resource optimization.
- Send contracts via Docusign for Teen Council and department programs as needed along with submitting check requests.

OUTREACH

- Promotes the Tour and Teen Council program and envisions new audiences and pathways for bringing in new groups, school, and audiences.
- Communicates regularly with peers in the museum education field to stay on top of trends and professional development.
- Develops and implements professional development for visual arts educators in the greater Houston area. Specifically by facilitating professional development workshops for educators and community leaders, integrating art education with social justice principles to promote civic life.

Skills and Qualifications

- Ideal candidate will be energetic, outgoing, and enthusiastic with two or more years of experience in education or arts-related field, including formal or informal teaching experience.
- Strong interpersonal skills are required to foster effective working relationships at all levels including working in team situations.
Knowledge and passion for contemporary art and its place in community life.
- Previous work with leading a group of teens and comfort with the responsibility of mentorship.
- Previous work in an education system or deep understanding and appreciation of teachers, the vast Houston school systems, and school schedules.
- Experience writing a syllabus and lessons to plan for the Teen Council program holistically and with writing other educational materials.
- Familiarity with Houston artists and the creative community, preferable.
- Act as a strong advocate for the education and public programs in the museum and community.
- Experience working with teachers and an understanding of the vast Houston school system.
- Excellent written and verbal communication.
- Ability to handle information of sensitive and confidential nature in the utmost professional manner.
- Must complete a background check.

Salary and Benefits

Teen Council and Tour Program 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 \$40,000 per year and compensation will be commensurate with experience.

Please note that the start date for this position is likely in mid-July 2026 with the exact date to be determined.

Submission Process

Email cover letter and resume 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 “Teen Council and Tour Program Coordinator” in the subject line (e.g. Last Name | Teen Council and Tour Program Coordinator”) 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, 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.