

# Contemporary Arts Museum Houston

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## Employment Opportunity | Videographer

### 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.

### Description

The Videographer is a full-time, exempt position that is an integral part of the Communications and Marketing Team in helping to further CAMH's mission of encouraging public engagement through our active online presence. The Videographer collaborates inter- and cross-departmentally to produce documentation to promote the museum (including exhibitions, programs, events, and fundraising), to grow our audience and produce videos and photographs for the website and archive of exhibitions and programs at CAMH.

CAMH cultivates an active and engaged audience through social media and online. The successful candidate will bring a savvy, spirited, rigorous, and humorous approach to engagement with local and international audiences that is rooted in trust in artists and passion for their impact on society.

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:	Videographer
Reports to:	Director of Communications and Marketing
Status:	Full-time   Exempt
Salary:	Starting range – \$35,600

### Principle Duties and Responsibilities

Responsibilities include but are not limited to the following:

#### *Video Production*

- Create promotional materials for specific exhibitions, programs, and performances.
- Document relevant public programs through videos and photographs.

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- Provide support in documenting other events, museum projects, and general content as needed and determined with the support of the Director of Communications and Marketing.
- Work closely with the Communications Assistant to coordinate, plan, and strategize the production of media to meet the needs of the various social media and web-based outlets where documentation can be most effective.
- Work in collaboration with the Director of Communications and Marketing and other applicable departments to create a production schedule and plan deadlines accordingly. Organize the production of artist interviews, working closely with the Curatorial Department to coordinate with the artist, assist with interview questions, storyboard the interview, and strategize the use and distribution of the interviews.
- Aid the Curatorial and Preparatory department in consulting on media-related issues in certain exhibitions, as needed.
- Maintain, transport, and set up photographic equipment, as needed.
- Recommend the purchase of photographic equipment and supplies with sensitivity and understanding of the Marketing and Communications budget.
- Back up and process archival materials in coordination with the Assistant Director, Facilities and Risk Management.
- Prepare video documentation for CAMH archives.
- Help collaborate and create the vision of CAMH.
- Other duties as assigned.

## *Skills*

- Handle multiple tasks simultaneously.
- Be extremely self-directed, having the ability to both document the various museum programs while being capable of creating and producing projects independent of the positions usual requirements.
- Proficiency in the utilization of editing software including Final Cut Pro and the Adobe Creative Suite.
- Exhibit a professional understanding of the most current digital cameras and video camera equipment.
- Experience recording live sound professionally so video and sound quality are equal.
- Clean and maintain working condition of photographic equipment.
- Work efficiently with others.
- Work creatively under the pressure of deadlines.
- Experience and interest in working closely with contemporary artists.

## *Qualifications*

- BA/BS degree in Video Editing or related discipline.
- Minimum of three years experience in videography and bringing creative concepts to life.
- Detail-oriented, organized, and capable of multi-tasking.
- Proven track record of excellent video skills and the ability to assist in the development of high quality, creative, and compelling concepts for education/advertising/marketing needs.
- Strong understanding of production techniques in filming, time needed for projects, and best practices.

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- Knowledge of how to handle audio and video in the field, and how to light scenes.
- Strong understanding of storytelling, visually and narratively.
- Experience recording with prosumer DSLRs and camcorders.
- Must have a demo reel or portfolio to demonstrate skills and abilities.
- Strong understanding and advocate for the role of documentation in the field of contemporary art.

## Requirements

*Education:* Bachelor's degree in related area of study (e.g. video editing, video production, visual art, etc.).

*Experience:* Three years in video production, content creation, or photography.

Bilingual English/Spanish individuals with written/spoken proficiency is highly encouraged to apply.

## Salary and Benefits

Videographer 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 will commence on the first day of the 3rd full month after your employment begins. You will also have the opportunity to contribute to a 403(b) retirement plan. The starting salary range is \$35,600 per year and compensation will be commensurate with experience.

## Submission Process

Email cover letter, resume, and a link to examples of video work to: [hr@camh.org](mailto: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 "Videographer" in the subject line (e.g., "Last Name | Videographer"). 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.

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.