
Employment Opportunity | Education and Engagement Manager

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 Education and Engagement Manager is a front-line position to welcome and guide schools, teachers, students, community, and all groups. The Education and Engagement Manager works to create a bridge between contemporary art, artists, and the broader Houston community through tours, relationships with teachers, teaching artists, and community partners. This position also supervises and facilitates the organization and activities of CAMH's Frequently Asked Questions (FAQ) Team program, a group of artists and historians 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 Education and Engagement Manager 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 Education and Engagement Manager is in charge of conducting research to stay current of educational best practices, teacher outreach, and student learning. In conjunction with the Director of Learning and Engagement, the Education and Engagement Manager supports and maintains relationships with the Teacher Advisory Group (TAG) participants from Houston Independent School District. This position also supports the Teaching Artist in Classroom (TAIC) program, helping to order supplies, mentor teaching artists, provide support to teachers, and conduct site visits to help document projects.

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:	Education and Engagement Manager
Reports to:	Director of Learning and Engagement
Supervises:	FAQ Team and occasional interns
Status:	Full time Exempt
Schedule:	Monday–Friday, with some additional evening and weekend hours
Salary:	Starting range \$45,000

Principle Duties and Responsibilities

- 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.
- Hires, trains, observes, and evaluates FAQ Team; serves as their manager and point of contact communicating relevant information about museum happenings, exhibitions, and tour plans.
- Conducts research related to school visits and current museum topics to help ensure that CAMH is following best practices by being the team representative at partner organizations including Arts Connect and Houston Arts Partners to help with this research and relationship building.
- Communicates regularly with peers in the museum education field to stay on top of trends and professional development.
- 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.
- Maintains accurate records and time sheets of the FAQ Team following proper protocol as directed.
- Promotes the tour program and envisions new audiences and pathways for bringing in new groups and schools.
- Facilitates and develops training sessions for the FAQ Team and communicates needs of the Director of Learning and Engagement and the Public Programs and CAMHLAB Manager.
- Cultivates and maintains contacts with teachers, members of the Teacher Advisory Group, and organizations to develop ongoing relationships and outreach opportunities.
- 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.

- Schedules FAQ Team for Community Celebrations, Open Studio, Drop-in Experiences, and other public programming as needed in close communication with the Public Programs and CAMHLAB Manager.
- Develops and creates CAMH's educational materials for the general public including Exhibition Content Reviews and Teacher Guides for each exhibition.
- Supports Director of Learning and Engagement in managing the department budget as it relates to Tour and Teacher Programs.
- Develops and implements professional development for visual arts educators in the greater Houston area.
- Leads tours as needed.
- Other duties as assigned.

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.
- BA or BFA in studio art, art history, art education, or arts management.
- Knowledge and passion for contemporary art and its place in community life.
- Previous work in an education system or deep understanding and appreciation of teachers, the vast Houston school systems, and school schedules.
- Experience writing 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.
- Excellent written and verbal communication, including the ability to present information in a variety of formats to a wide range of audiences: children, first-time Museum visitors, adolescents, college students, educators, and arts professionals.
- Ability to handle information of sensitive and confidential nature in the utmost professional manner.
- Must complete a background check.

Salary and Benefits

Education and Engagement Manager 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.

Contemporary Arts Museum Houston

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

Trust Artists.

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 “Education and Engagement Manager” in the subject line (e.g. Last Name | Education and Engagement Manager”) 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.