
Job Description | Teen Council 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. 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 Coordinator is a part-time non-exempt position in the Learning and Engagement Department. The Teen Council 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 part-time employees of CAMH, and meet at least once each week to conceive and organize Teen Council sponsored activities. The Teen Council 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.

Title:	Teen Council Coordinator
Reports to:	Director of Learning and Engagement
Supervises:	Teen Council Associate and Teen Council Members
Status:	Part time Non-exempt
Schedule:	Flexible with mandatory attendance at weekly Teen Council meetings, 8-12 hours per week during the school year, less in the summer months.
Salary:	\$18 per hour

Principle Duties and Responsibilities

Responsibilities include but are not limited to the following:

- Create a 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.
- Maintain accurate records and time sheets of Teen Council members; authorize time sheets and turn in to the Director of Finance and Administration in a timely fashion. Keep careful track of Teen Council member hours.
- 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.

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.
- Experience writing a syllabus and lessons to plan for the Teen Council program holistically.
- 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 Coordinator will have the opportunity to contribute to a 401k retirement plan. The starting salary range is \$15 per hour with 8-12 hours per week.

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 Coordinator" in the subject line (e.g. Last Name | Teen Council 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

Contemporary Arts Museum Houston

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

Trust Artists.

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.