

Employment Opportunity

FAQ (Frequently Asked Questions) Team Member

About the Museum

Contemporary Arts Museum Houston (CAMH) is a non-collecting institution dedicated to presenting the best and most exciting international, national, and regional art of our time. Founded in 1948, the Museum prides itself on presenting new art and documenting its role in modern life through exhibitions, lectures, original publications, and a variety of educational programs and events.

CAMH occupies an iconic stainless steel building in the heart of the Houston Museum District. This highly recognizable building was designed for the Contemporary Arts Museum Houston by the award-winning architect Gunnar Birkerts and opened in 1972. The building's two floors of gallery space offer six to eight exhibitions each year.

Description

Contemporary Arts Museum Houston is seeking new members to add to its current FAQ (Frequently Asked Questions) Team. FAQ Team Members are hourly, non-exempt employees who work a flexible schedule based on tour, programming, and department support needs. The FAQ Team is a group of artists and art historians who assist with contextualizing CAMH's dynamic exhibitions for diverse audiences through discussion-based tours and related hands-on art making workshops. CAMH is seeking artist-practitioners and art historians to lead tours and workshops for elementary, high school, and college/university students as well as for a variety of community groups. Bilingual English/Spanish speakers are highly encouraged to apply, as are other bilingual speakers. A FAQ Team member shares a flexible schedule with others on the FAQ Team staff that is based around the Museum's regular public hours, including some evenings and weekends. FAQ Team members support CAMH's public programs and outreach in the community and schools including virtual programs, taking part in educational videos, and preparing art kits for distribution to the community. The employee has a significant role at the institution and represents the Museum and its mission to the general public.

Title:	FAQ Team Member
Reports to:	Teen Council and Tour Programs Coordinator
Status:	Hourly Part-time Non-exempt
Salary:	\$15/hour

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.
 - Maintaining a gallery presence and acting as a warm and welcoming information resource for visitors during public programs and family events.
-

Employment Opportunity

- Create and execute 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 Family Days, Open Studios, Drop-In Experiences, and other outreach events and public programs.
- Support with virtual tours, programs, and educational content for CAMH's social media platforms.
- Prepare art kits for distribution to teachers, families, and community members.
- Communicate with the Teen Council and Tour Program Coordinator in a timely manner regarding your availability for tours and programming

Qualifications

- Interest and passion in contemporary art, art history, cultural studies, community activism, or related field
- Personable and enthusiastic about art
- Formal or informal teaching experience
- Experience with public speaking and/or leading tours
- Experience in leading workshops and art making activities
- Interest in providing a warm and welcoming visitor experience
- Involved in Houston's creative community
- Ability to engage with diverse audiences and age groups
- Must be punctual
- Ability to work as part of a team.

Submission Process

Please email resume and cover letter to tours@camh.org with the subject line **FAQ Team Member**. No phone calls, please.

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.
