

### **Project Manager - Partnerships**

#### **About Contemporary Arts Museum Houston (CAMH)**

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 Houston Freedmen's Town Conservancy (HFTC)**

Established in 2016 as a Mayoral Task Force, Houston Freedmen's Town Conservancy (HFTC) was formally designated as a 501(c)(3) organization in 2018. The Houston Freedmen's Town Conservancy (HFTC) is charged with "Telling the Story of Freedom" in the historic Freedmen's Town, Houston's oldest African American neighborhood, located in the Fourth Ward district.

HFTC's primary focus is to protect and preserve the history of Freedmen's Town for the benefit of future generations. We support community engagement, re-education, and heritage-based tourism and events.

#### **Description**

The Project Manager - Partnerships is a full-time, exempt position in CAMH's Administration - Partnership Department in collaboration with Houston Freedmen's Town Conservancy. This position is the result of a unique collaboration between the City of Houston, Houston Freedmen's Town Conservancy (HFTC), and Contemporary Arts Museum Houston (CAMH) that will position artists in service of the effort to achieve full recognition for Freedmen's Town. The project will integrate infrastructure and resilience planning, archaeological preservation of the brick pavers, and embed artists as storytellers and catalysts that enhance the experience of Freedmen's Town. Described as "the crown jewel of the Emancipation Trail," the Freedmen's Town Heritage District is a primary Black cultural landmark that includes seven sites recognized by the UNESCO Routes of Enslaved Peoples project. On behalf of the partnership, the project will protect, preserve, and restore the intact Freedmen's Town Heritage District; program a visitor's center to educate and inspire audiences, and integrate public art within the neighborhood. Foremost in this effort, is the preservation of brick streets, which hold deep historical and spiritual significance.

This Project Manager - Partnerships role is a critical front-facing member of CAMH's team working with a large and complex project that brings together a cross-disciplinary team of artists, curators, public programming, and engagement specialists, alongside engineers, designers, and preservationists. The project includes place-based artist activations, programming and community engagement, artist/historian in-residence programs, advisory council, feasibility study, artist retreat, and exhibitions.



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Phase 1 involves:

- 1) Feasibility study and concept design to ensure the viability of above-grade preservation of archaeological history and brick pavers throughout Freedmen's Town.
- 2) Programming and Engagement to learn from the community, build capacity, and raise civic awareness.
- 3) World-class temporary artistic activations involving local and national artists to ignite public imagination.

Title:	Project Manager – Partnerships
Reports to:	HFTC's Executive Director and CAMH's Deputy Director
Status:	Full Time   Exempt
Phase 1:	Two-years full time with CAMH (2022 – June 2024)
Phase 2:	Transition full time role to HFTC (July 2024 – 2026)
Schedule:	Monday – Friday, with some additional evening and weekend hours
Salary:	Starting Salary - \$60,000 per year, commensurate with experience

### Principle Duties and Responsibilities

Responsibilities include but are not limited to the following:

- Manage strategic aspects and high-level deliverables across all aspects of the Phase 1 project (feasibility study, engagements, programming, etc.) to ensure resource availability and allocation and to ensure that all projects are delivered on time, within the scope and within budget.
- Manage and advise the Engagement Manager – Partnerships with all initiatives and milestones throughout the project.
- Maintain a calendar of required administrative deliverables, tracking project performance vs. scope, budget, and schedule. Monitor expenditures monthly per project and prepare quarterly reports with CAMH & HFTC project team and third parties.
- Provide capacity and encourage the growth and diversification of HFTC's own internal community programs.
- Lead in the development, documentation, and implementation of community workshops and artist-led skill shares, and group tours.
- Develop and manage a database of contacts including community partners, community members, artists, schools, etc.
- Lead, attend, and provide support to the Engagement Manager - Partnerships for community-related events including scheduling, managing logistics, developing travel itineraries, creating agendas, surveys, and correspondence.
- Oversees the schedule and coordination of tours in a timely manner to collaborate on creating an agreed-upon tour experience.
- Attend meetings with programming and curatorial staff to plan and brainstorm upcoming community engagement events.
- Facilitate the exchange of information between HFTC and CAMH stakeholders to ensure members are informed about community and artist feedback.
- Assist in organizing information regarding community workshops for the Communications and Marketing Department including website descriptions and social media posts.

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- Coordinate with facility management for rental equipment and keep track of all audio and technical equipment for workshops, including A/V when needed for special events.
- Providing support in documenting public programs through photography, audio-recording, and technical support.
- Cocreate new and engaging activities, with Engagement Manager - Partnerships, which relate to upcoming events, exhibitions, and public activations.
- Other duties as assigned.

### Qualifications

- Required – Bachelor's degree or higher education in public or business administration, cultural or urban planning, architecture, or related fields, and a strong interest in Black history and contemporary art and its place in community life.
- 5+ years in education or arts-related position, including event programming and the coordination of workshops, tours, and events.
- Comfortable with public speaking, teaching, and leading large groups of people of all ages.
- Detail-oriented and ability to plan complex projects from start to finish, preparing materials and directions for audiences of all ages and abilities.
- Sensitivity and willingness to have challenging conversations.
- Work efficiently and compassionately with others.
- Function as a strong advocate for education, community, and public programs in the museum and community.
- Ability to multi-task and plan many activities and programs simultaneously.
- Energetic, outgoing, and enthusiastic with strong interpersonal skills to foster effective working relationships at all levels, including working in team situations.
- Excellent written and verbal communication, including the ability to present information in a variety of formats to a variety of audiences: children, first time community visitors, adolescents, college students, educators, and arts professionals.
- Flexibility, creativity and calm in the face of challenging situations.
- Strong computer skills including experience with Mac platforms, with current programs such as Microsoft Word, Excel, PowerPoint, Google Apps, and Adobe Creative Suite.
- Familiarity with audio, video, and technical equipment.
- Ability to lift tables, speakers, screens, and other equipment to set up public programs
- Vaccinated for COVID-19.

### Salary and Benefits

The Project Manager - Partnerships 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 401(k) retirement plan. The starting salary is \$60,000 per year and compensation will be commensurate with experience.

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Research shows that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that an applicant meets 100% of the qualifications for a given role. Therefore, if much of this job description describes you, then you are highly encouraged to apply for this role.

### **Submission Process**

Email cover letter and resume to [hr@camh.org](mailto:hr@camh.org) cc: [partnerships@camh.org](mailto:partnerships@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 “Project Manager - Partnerships” in the subject line (e.g., Last Name | Project Manager-Partnerships”). No phone calls, please-- candidates whose qualifications are best aligned with the components of this job description will receive a response. 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.