

Houston Center for Contemporary Craft Curatorial Fellow 2021 - 2024

Reports to: Curator

Classification: Exempt

Term: Fall 2021 to Fall 2024

Salary: \$35,500 annual salary with benefits

POSITION SUMMARY

The HCCC Curatorial Fellow is a grant-funded position that assists the Curator to develop, execute, and manage exhibitions presented at or on behalf of Houston Center for Contemporary Craft (HCCC), a non-collecting institution dedicated to presenting innovative exhibitions in the field of craft. The Curatorial Fellow works collaboratively with the organization's staff to design and implement in-person and virtual public programs that support the mission and goals of HCCC.

ESSENTIAL FUNCTIONS

1. Curatorial opportunities include:
 - a. Produce research for upcoming exhibitions, develop content for exhibition interpretative plan including: labels, gallery guides, text panels, social media posts, and other published material. Provide information about exhibitions for use in print, electronic media, and press releases.
 - b. Develop and propose exhibitions for HCCC exhibition calendar and execute and manage said exhibitions pending approval.
 - c. Coordinate the installation of work for the Resident Artist Hall and develop interpretation.
 - d. Curate the *In Residence* exhibition of resident artists' work in Asher Gallery once per year.
 - e. Research, secure objects, and develop content for the Case Study installation space.
 - f. Contribute content for virtual programming.
2. Assist Curator with coordination and installation of exhibits: designing layout, lighting, gallery preparation, art handling, crating, and shipping.
3. Assist the Curator with administrative duties in regard to HCCC's exhibition committee, and organize documents for committee meetings.
4. Coordinate with HCCC staff and contract prep to document exhibition information, including photographic documentation of objects and installations, condition reports, contracts, checklists and correspondence with artists, galleries and organizations, as appropriate.
5. Act as a docent, gallery attendant, front desk attendant, and assist with docent training as needed.
6. Write, produce, and execute virtual programs as part of the virtual programming team.
7. Work with all staff to create and execute public and educational programming to advance the mission of HCCC.
8. Actively represent HCCC with stakeholders and potential supporters, as well as the local and national artistic and curatorial communities.
9. Other programmatic duties as assigned by the Executive Director or Curator.

QUALIFICATIONS

The ideal candidate is a creative thinker who is organized and able to manage multiple short- and long-term projects, comfortable in a public-facing position, committed to working in a collaborative and fast-paced environment, and is excited to support the creative vision of the institution.

1. Professional or public experience or Masters Degree in craft, material culture, design history, art history, arts administration, or curatorial/museum studies is recommended.
2. Proficient in Microsoft Office suite; additional proficiency in Adobe Creative suite, database management, and/or social media is valuable.
3. Able to work a minimum of 40 hours per week, including weekends and evenings as needed by programming schedule. Required work schedule is Tuesday – Saturday.

APPLICATION PROCESS

There are no application forms. All materials should be typed and include the following:

1. CV or resume, cover letter, and three professional or academic references.
2. Please answer the following questions in essay or short answer form (500 words maximum for each question): (1) How did you hear about this position; (2) Describe your interests in the field of contemporary craft, material culture, and/or decorative arts; (3) Describe any experience in working with artists and/or developing and organizing exhibitions; and (4) Outline the professional goals you seek to accomplish or make progress towards as a result of this fellowship.
3. Two letters of recommendation from an academic and/or professional setting (must be different than references required above) sent directly to the attention of Kathryn Hall (see email and/or address below).

Application materials must be received (not postmarked) no later than Monday, June 14, 2021.

Email (as PDF attachments only) to khall@crafthouston.org, OR send materials by mail to:
Houston Center for Contemporary Craft
Attn: Kathryn Hall, Curator
4848 Main Street
Houston, TX 77002

For more information about HCCC, please visit www.crafthouston.org.