



Curator + Exhibitions Director

HOUSTON CENTER FOR CONTEMPORARY CRAFT

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Reports to: Executive Director

Classification: Full time, exempt

Compensation: \$50,000-55,000 starting annual salary, plus paid time off, health insurance, and retirement fund benefits

Position Summary

The HCCC Curator + Exhibitions Director is responsible for leading the development, execution, and management of exhibitions and related programming presented at or on behalf of Houston Center for Contemporary Craft (HCCC), a non-collecting institution dedicated to presenting innovative temporary exhibitions in the field of craft. The Curator + Exhibitions Director works collaboratively with the organization's staff to design and implement in-person and virtual public programs that support the mission of HCCC and contributes to initiatives developed to meet the goals of the strategic plan.

Essential Duties & Responsibilities

1. Develop and propose temporary exhibitions for HCCC exhibition calendar, including management and execution of exhibition proposals pending approval.
2. Produce research for exhibitions and develop content (in collaboration with education team) for exhibition interpretation, including labels, gallery guides, text panels, social media posts, and other published material.
3. Project manage and execute all aspects of exhibition installation, including designing layout, lighting, gallery preparation, art handling and installation, crating, and shipping.
4. Serve as staff liaison to HCCC Exhibitions Committee, including meeting planning, document development and dissemination, and other administrative responsibilities.
5. Serve as exhibition registrar, in coordination with HCCC staff, and contract prep support to document exhibition information, including photographic documentation of objects and installations, condition reports, contracts, checklists and correspondence with artists, galleries and organizations, as appropriate.
6. Lead tours and other exhibition programs for the public, private groups, and the press, as appropriate, and assist with docent training.
7. Collaborate with staff to create public educational programming; write, produce, and execute in-person and virtual programs.
8. Collaborate with marketing and communications team to develop exhibition press releases and image information, as well as participate in media interviews.
9. Actively represent HCCC with stakeholders, potential supporters, and the local and national arts and curatorial communities.
10. Other programmatic duties as assigned by the Executive Director.



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Qualifications

The ideal candidate is a flexible and creative thinker who is also highly organized and able to manage multiple short- and long-term projects; is adept at public speaking and interacting with the public; is committed to working in a collaborative environment; and is excited to support HCCC's creative vision for craft. Experience managing complex logistical programs and exhibitions is an asset, as is prior experience working with living artists, collectors, and contemporary arts organizations.

1. Master's Degree and/or equivalent professional or public experience in craft, material culture, design history, art history, arts administration, or curatorial/museum studies recommended
2. Proficiency in Microsoft Office suite, additional proficiency in Adobe Creative suite, database management, and/or social media is valuable
3. Has excellent written and verbal communications
4. Able to work a minimum of 40 hours per week, including occasional weekends and evenings as needed by programming schedule (required work schedule is Monday – Friday)
5. Able to physically assist with the preparation and installation of one-of-a-kind works of art (must be able to lift at least 40 lbs).

Application Process

Application materials should include the following:

1. A CV or resume
2. A cover letter, including a summary of relevant experience, as well as applicant's interests in the field of contemporary craft, material culture, and/or decorative arts; experience in working with artists and/or developing and organizing exhibitions; and information about applicant's professional goals

Finalists for the position should be prepared to provide appropriate writing samples, as well as three academic or professional references to be contacted confidentially, upon request, at the final stage of applicant reviews.

Position will remain open until filled.

Please submit application materials as follows:

Via email, as PDF attachments only, to: pprice@craftthouston.org

Or mail materials to:

Houston Center for Contemporary Craft
Attn: Perry Price, Executive Director
4848 Main Street
Houston, TX 77002



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Inclusion Statement

Houston Center for Contemporary Craft is an equal opportunity employer. HCCC does not discriminate on the basis of race, sex, sexual orientation, color, religion, national origin, age, military and/or veteran status, disability or any other characteristic protected by applicable federal, state, and/or local laws. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

The Houston Center for Contemporary Craft's mission is to educate on the process, product, and history of craft, here in the city of Houston and across the country. In our exhibitions, educational programs, and artist residencies, we strive to create a diverse, equitable, and inclusive environment that provides access to the resources artists need to realize their creative and community endeavors.

For our audiences, we aim to reach all people, no matter their previous experience with, knowledge of, or access to the arts. HCCC is committed to serving as a community that welcomes and respects everyone—regardless of age, ability, ethnicity, race, religion, political beliefs, sexual orientation, gender identity or expression, nationality, geographic origin, and socioeconomic status. To be of and for Houston, the most diverse city in the nation, we affirm our responsibility to be as inclusive as possible for all audiences.

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