

Reports to: Curator + Exhibitions Director  
Classification: Full-time, Non-exempt  
Term: Spring 2024 – Spring 2027  
Salary: \$40,000 Annual Salary with Benefits

## OVERVIEW

The curatorial fellow is a three-year, grant-funded position that assists the curator and exhibitions director to research, develop, execute, and manage exhibitions presented at or on behalf of Houston Center for Contemporary Craft (HCCC), a non-collecting institution. The fellow also works collaboratively with members of the small curatorial team and other staff to design and implement public programs that support the mission and goals of the institution.

Located in the vibrant Museum District, in one of the country's most diverse cities, HCCC was founded to advance education about the process, product, and history of craft. For more than 20 years, HCCC has presented craft to the community through thought-provoking exhibitions, a nationally known artist residency program, and innovative educational programming. The work of the Center's curatorial team elevates the role of craft in today's art and culture, advancing both traditional and experimental approaches to making. HCCC is committed to actively engaging new audiences, presenting diversity in background, materials, and expression, and contributing meaningful scholarship to the field through original and collaborative projects.

## ESSENTIAL FUNCTIONS

1. Curatorial opportunities include:
  - a. Produce research for upcoming exhibitions and develop content for exhibition interpretative plan, which includes labels, gallery guides, text panels, social media posts, and other published material.
  - b. Provide written information about exhibitions for use in print, electronic media, and press releases.
  - c. Curate the *In Residence* exhibition of resident artists' work once per year.
  - d. Research, secure objects, and develop content for the Case Study installation spaces.
2. Assist and train with the curator on the coordination and installation of exhibits, including layout design, lighting, gallery preparation, art handling, crating, and shipping.
3. Assist curator with administrative duties related to the Exhibitions Committee and organize documents for committee meetings.
4. Registrarial duties include documenting objects and installations, condition reports, contracts, checklists, and correspondence with artists, galleries and organizations as appropriate.
5. Act as docent and gallery attendant, front desk attendant, and provide assistance with docent orientations as needed.
6. Work with all staff to create and execute public and educational programming to advance the mission of HCCC.
7. Actively represent HCCC with stakeholders, potential supporters, media, and local and national artistic and curatorial communities.
8. Other administrative or general duties as assigned by the curator or executive director.

## QUALIFICATIONS

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

1. Masters Degree or equivalent level of professional experience in craft, material culture, design history, art history, arts administration, or curatorial/museum studies is recommended.
2. Proficient in Microsoft Office suite and Adobe Creative suite
3. Ability to work the required schedule of Tuesday – Saturday and a minimum of 40 hours per week, including weekends and evenings as needed
4. Ability to lift and carry 50 pounds or more preferred

## APPLICATION PROCESS

**Application Deadline: Friday, February 16, 2024**

To apply, please visit [https://crafthouston.formstack.com/forms/curatorial\\_fellow](https://crafthouston.formstack.com/forms/curatorial_fellow) to complete the online form and upload a cover letter, current resume, three references, and your answers to the essay questions below. Applicants who are selected for an interview will be contacted by HCCC.

### Required Materials

1. Cover letter
2. Resume or CV
3. Three professional or academic references
4. Essay Questions. Please answer the following (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 your 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.

## 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](http://www.crafthouston.org).