



Education + Programs Coordinator

HOUSTON CENTER FOR CONTEMPORARY CRAFT

Education + Programs Coordinator

Reports to: Education Director

Classification: Fulltime, Nonexempt

Compensation: \$40,000 annual salary, plus paid time off, health insurance, and retirement benefits

Job Function

Acting as an advocate and representative of HCCC, the Education + Programs Coordinator interacts with visitors of all ages and backgrounds. The position is located in the gallery and public spaces of the Center and is responsible for greeting visitors and giving tours, providing information on programs and events, and safekeeping the artwork on view. This position works closely with the Education Director to make art at HCCC accessible and engaging to the broadest possible audiences. It also contributes to the educational planning and design of in-gallery materials and tours, which includes, but is not limited to, researching educational strategies; developing new initiatives, tools and technologies; and assessing those initiatives and tools. This position will work with the education team to develop, implement, and assess outreach prototypes and lead pilot outreach programs in the community. The position is full time and works on site, Tuesday through Saturday.

Duties & Responsibilities

- Provides rich visitor experiences and educational opportunities through public engagement
- Creates meaningful connections and fulfilling experiences for guests while in galleries; accommodates accessibility needs for the public
- Collaborates with the Education Director, Curator, and Digital Content Manager to identify and develop content for in-gallery interpretation of the exhibitions, both digital and analog, for a range of audiences
- Develops and/or leads inquiry-based, developmentally appropriate tours in the galleries for students in pre-K through university levels and adult groups
- Schedules and manages group tours, workshops, and educational kits with Education Director, including communications with groups, docents, and teaching artists; invoicing groups; and checking in tour groups on arrival
- Recruits, trains, and manages volunteers and docents
- With the education team, develops and fosters community partnerships with diverse Houston audiences
- With the education team, develops, implements, and assesses outreach prototypes and leads pilot outreach programs in the community
- Staffs the front desk and welcomes visitors, in collaboration with Administrative Associate
- Opens exhibition spaces and ensures exhibits are ready for visitors; monitors exhibitions and surrounding areas; closes exhibits at end of day
- Tracks and monitors daily record keeping, such as email-address sign-ups, attendance logs, zip code and activity tracking
- Acts as a guardian of galleries and objects by diplomatically enforcing gallery rules



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- Assists with educational programming, including Hands-On Houston, artist talks, workshops, and other special events, as needed
- Attends exhibition training sessions; attends weekly staff meetings
- Assists Education Director with other initiatives, as needed

Qualifications

- College diploma in education or arts-related field of study
- Two years or more of professional experience in an educational setting, museum, non-profit, or commercial gallery is preferred
- Experience or interest in contemporary craft is preferred
- Professional demeanor and demonstrated excellence in public speaking
- An organized self-starter who works well in a highly collaborative team environment
- Willingness to innovate and experiment with new modes of interpretation and visitor engagement
- Must be available to work a Tuesday - Saturday schedule; occasional evenings required
- Proficiency in Microsoft Office suite
- Bilingual in English/Spanish a plus

Job Application Due October 11, 2024

[Please complete the online form](#), and upload a cover letter, current resume, and references by October 11, 2024.

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.