



Front Desk/Administrative Assistant

HOUSTON CENTER FOR CONTEMPORARY CRAFT

Front Desk/Administrative Assistant

Reports to: Executive Director

Classification: Full time, non-exempt hourly position

Compensation Range: Approximately \$15 - 17 per hour, plus paid time off, health insurance, and retirement fund benefits

Job Function

Working in a team-oriented museum environment, the Front Desk/Administrative Assistant oversees a variety of administrative functions, while greeting visitors and managing front desk activities. The position is responsible for daily administrative operations, including meetings and logistics, personnel scheduling, limited HR duties, and general administrative support to the Executive Director and other senior staff.

This public-facing position serves a critical function in interacting with visitors and supporting the smooth and efficient day-to-day operations of the organization. The ideal candidate will have a friendly demeanor and demonstrated administrative experience, including strong organizational skills, the ability to manage and prioritize multiple tasks, and excellent communications skills. This position works a Tuesday – Saturday schedule and occasional evening events.

Duties and Responsibilities

- Manages front desk duties, including opening and closing procedures for the building and galleries, greeting and directing visitors, tracking visitor data, answering incoming calls, assisting with retail sales and merchandising, and multi-tasking in a busy environment
- Prepares materials for board and committee meetings and maintains meeting minutes
- Coordinates meetings and events for Board of Directors, committees, staff, artists, and vendors
- Manages confidential personnel logistics, including scheduling staff for building and front desk coverage and working with outside HR team for staff onboarding
- Inventories and purchases supplies for meetings, events, and receptions
- Provides administrative support to the Executive Director, including payment requests and other tasks
- Provides assistance to other departments as needed

Requirements

- Position works Tuesday – Saturday, with occasional evening events
- Must be extremely reliable with a friendly, positive, and engaging demeanor to interact with visitors, staff, board members, artists, and others
- Two years of administrative experience, including the organization, coordination, and performance of duties at an independent level; Bachelor's degree preferred
- Proficiency with Microsoft Office and Google Workspace
- High level of organization, excellent written and verbal communication skills
- Ability to prioritize and manage multiple tasks simultaneously
- Takes initiative in executing and improving upon existing systems and programs



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- Is willing to jump in and assist any department when needed

Application Process

Deadline: July 31, 2025

To apply, please visit <https://crafthouston.org/about/employment-opportunities/employment-application-admin/> to complete the online form and upload a cover letter, current resume, and references. HCCC is looking to fill this position as soon as possible; you will be contacted if you are selected for an interview.

Equal Opportunity Employer

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.

As an arts center in Houston, one of the most diverse cities in the nation, HCCC strives to be as inclusive as possible for all audiences and is committed to serving as an institution that welcomes and respects everyone, regardless of age, ability, ethnicity, race, religion, political beliefs, sexual orientation, gender identity or expression, nationality, geographic origin, or socioeconomic status. For more information about HCCC, please visit www.crafthouston.org.

About HCCC

Located in Houston's Museum District, Houston Center for Contemporary Craft (HCCC) is a nonprofit arts center with a mission to inspire and connect people to the art and process of making. The Center's focus is on art objects made of clay, fiber, glass, metal, wood, and mixed media. Serving as a dynamic hub at the intersection of craft and contemporary culture, HCCC showcases emerging and acclaimed artists in exhibitions, engages visitors of all ages with hands-on programming, and supports the development of working artists through artist residency and retail programs.