

Houston Center for Photography

Exhibitions & Programs Coordinator

Job Description—Major Duties

Reports to: Executive Director & Curator

Full-time, Exempt position

Houston Center for Photography seeks a creative, passionate, and experienced Exhibitions and Programs Coordinator to assist in the conception and implementation of HCP's exhibitions and public programming. The successful candidate for this position will have a minimum of two years of related full-time experience, excellent organizational, interpersonal, and managerial skills, a commitment to photography, visual arts, and artists, and solid knowledge of art handling and installation, including A/V. This position requires a degree in a related field or equivalent experience, proven experience with production of exhibitions and programs, and excellent oral, written, and computer skills, including Adobe Creative Suite. HCP is looking for a progressively-thinking individual with a dedication to advancing photography's multifaceted roles in society as well as within the larger art discourse. This individual should also value and advocate for the invisible labor behind the public facade of institutions.

Duties and Responsibilities:

- Collaboration with the Executive Director & Curator, committees of the Board of Directors, and other staff to advance the mission and goals of the organization in regard to exhibitions and programming
 - In collaboration with Executive Director, prepare annual exhibition and public programs schedule and budget, and oversee their implementation
 - Schedule artist talks, workshops with exhibiting artists, and exhibition committee meetings, both on site and virtual, in collaboration with Executive Director
 - Lead the gallery preparation, mounting and installation of exhibitions, including scheduling, coordination, and oversight of preparators, occasional contractors, interns, and volunteers
 - Oversee and/or execute other exhibition-related production, including matting and framing
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HOUSTON CENTER FOR PHOTOGRAPHY

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hconline.org

- Maintain the gallery facilities including storage areas
- In collaboration with Executive Director, plan and coordinate schedules and exhibition-related activities for visiting artists and jurors
- Coordinate and book travel and accommodations for artists, jurors, guest curators, and speakers
- Generate artist, juror, and curator contracts and oversee their execution; assembly exhibition checklists and image repositories
- Pack, ship, and receive artwork; and generate condition reports
- Communicate with artists, lenders, and occasionally buyers, to coordinate and monitor shipping, and acknowledge the receipt of artwork
- Communicate with applicants to HCP juried exhibitions
- Design and produce all the exhibitions and programs' collateral, including wall text, labels, gallery guides, and posters; and when feasible work with a graphic designer on exhibition-related print and media
- In collaborations with Executive Director and Operations Director plan and attend opening receptions and artist dinners
- Liaise with community organizations for exhibition tours and serve as a representative for the organization at peer institution events
- Assist in planning and preparation of press releases with Executive Director and Communications and Engagement Coordinator
- Maintain the website with relevant information and work closely with the Communications and Engagement Coordinator on all printed and online promotions
- Produce photographic and video content in collaboration with the Communications and Engagement Coordinator and maintain HCP's youtube channel as needed
- Actively participate in and assist with the leadership of the Exhibitions and Auction Committees

Wages and Schedule:

This is a full-time, salaried position with benefits, including health, dental, and vision insurance, the employer's matching contribution to a retirement fund, generous time off, and flex-work-time policies. Salary range is \$32K–\$35K.

Application Instructions:

To apply for this position, please email search@hcponline.org with your cover letter and resume with three professional references as a single PDF. Multiple documents will not be opened. Subject Line: Exhibitions & Programs Coordinator Application. **Priority deadline for applications is May 15, 2022.** Applications will be accepted until the position is filled.

About Houston Center for Photography:

The mission of Houston Center for Photography is to increase society's understanding and appreciation of photography and its evolving roles in contemporary, emphatically visual, culture. HCP encourages artists, builds audiences, stimulates dialogue, and promotes inquiry about photography and related media through education, exhibitions, publications, fellowship programs, and community collaborations. HCP is a 501(c)(3) nonprofit organization serving as a resource to its members and Houston-area communities with programs that have regional and national impact.

As an Equal Opportunity Employer, Houston Center for Photography is committed to enhancing our community and encourages applications from qualified individuals with varied backgrounds, experiences, and ideas who would increase the diversity of HCP. We are a global-majority team that speaks multiple languages.
