Access and Community Education Coordinator
Job Description–Major Duties

Reports To: Executive Director
Full-time, exempt position

Houston Center for Photography seeks a dynamic Access and Community Education (ACE) Associate to facilitate and oversee HCP’s innovative outreach ACE programs. HCP’s ACE programs build community and support the organization’s mission of educating and inspiring the public through the art and practice of photography. These programs stem from an understanding of the camera as a tool for empowerment and expression. They include programs with distinctly structured curricula (PictureThis!, Girl’s Own Stories, and Flash Drive), an after-school program for highschoolers, summer camps for youth and teens, a personal project program for highschoolers (Collaborations), and various community events. HCP’s ACE programs offer a diverse curricula tailored to the needs of each site we visit. ACE programs take place both in our gallery and offsite at several partnering organizations, including hospitals, schools, and other locations around the Greater Houston area.

This job is multifaceted and requires a deep understanding of current practices in arts education and community engagement, as well as an ability to take on multiple roles including project manager, curriculum developer, grant management, teacher, program evaluator, community organizer, and arts administrator.

HCP pays 100% of health insurance costs for their employees as well as matches up to 3% towards a retirement plan. Vacation days are provided for all new employees starting with 17 days and increased time off after two years of employment.

Qualifications and Skills:
• Bachelor’s Degree in Art, Art Education, Art Therapy, Arts Administration or similar, or equivalent work experience
• 3+ years experience in teaching and working with youth
• Possess technical knowledge of photography
• Experienced in editing and printing photographs
• Fluent or working proficiency in Spanish or another second language a plus
• Prior experience managing peers
Exceptional listener and communicator who can effectively convey information verbally and in writing
Ability to create, organize, and manage multiple projects with multiple stakeholders
Ability to work collaboratively and to build consensus around the vision for ACE, rally support, and execute towards ambitious results
Ability to analyze and interpret qualitative and quantitative data
Passionate about and committed to supporting HCP’s mission
Must possess and maintain a current, valid Texas driver’s license and a safe driving record
Must pass a criminal background check
CPR Certified or become certificated within 3 months of employment

Administrative Responsibilities
- Implement the curriculum for HCP’s ACE programs: PictureThis!, Girls’ Own Stories, Collaborations, Summer Camps, Flash Drive workshops, and community events in partnership with teaching artists and community organizations
- Provide training for ACE teaching artists as needed
- Oversee and evaluate ACE teaching artists
- Perform research and development on community education offerings of like minded institutions
- Maintain ACE equipment and provide suggestions for equipment updates
- Coordinate offsite, onsite, and online exhibitions of ACE work
- Provide monthly reports to Executive Director and Director of Operations on audience demographics and program updates
- Collaborate with Director of Education regarding structuring and managing Summer Camps
- Assist Development Coordinator with grant applications and reports as needed
- Maintain the Flash Drive, HCP’s Mobile Education Unit, and drive the Flash Drive to offsite locations for ACE programs and community events
- Assist Finance Manager with processing monthly community partner invoices and teaching artist timesheets
- Develop and manage ACE budget, track ACE financials
- Submit ACE calendar of events, narrative and photographs to HCP Communications Coordinator. Create marketing material for community programs.
- Manage ACE schedule and calendar and regular communication with community partners
- Maintain and update ACE website + virtual exhibitions + calendars
- Maintain vendor status with school districts
- Execute proposals and contracts with community partners, ensure all is in place (COI, background checks, etc.)
- Supervise ACE intern; responsible for assigning tasks and projects
- Help with volunteer training and coordination for print Auction

Teaching Responsibilities
- Coordinate and teach the Collaborations program
- Teach the Flash Drive curriculum
- Oversee and mentor student Teaching Assistant for Collaborations program
- Substitute as needed for ACE program
Community Leadership Responsibilities
- Promote HCP’s ACE programs and maintain existing partnerships with community organizations
- Assist with the marketing efforts for introducing ACE programs to new communities
- Assist with the marketing efforts of HCP Education to potential students at community events
- Represent HCP at special events in the community and community partners meeting (Arts Connect, Case4Kids, HMER, etc.)

Gallery Front Desk Responsibilities
- Maintain a friendly and approachable style with an emphasis on ensuring positive visitor experiences
- Open and close the gallery duties during the week
- Answer phones, greet visitors, and assist with questions
- Assist with all staff and gallery event set-up and clean-up

If you do not meet all the qualifications/criteria for this position but feel you would be a good fit for our team, do not hesitate to apply; we welcome the opportunity to discuss qualifications.

For interested applicants, please submit your resume, cover letter, the contact information for three references, teaching philosophy, and sample course plan to: search@hcponline.org Subject line: Access and Community Education Coordinator. Applications received before August 30, 2023 will be prioritized; we will accept applications until the position is filled. The salary for this position is between $40-42k.