

**Houston Center for Photography**  
**Education Assistant**

**Job Description – Major Duties**

Reports To: Managing Director of Education

Part-time with the expectation of transitioning to full-time by December 2024

Houston Center for Photography seeks an enthusiastic and dynamic Education Assistant to support HCP's educational programming and services. HCP is a leading source of photographic education, offering a variety of engaging professional courses and workshops on topics from photography foundations and tools to leading genres and portfolio development. In addition, HCP offers its members the use of a Digital Lab and a Lighting Studio for the creation of their photographic work.

As the Education Assistant, you will assist with making available to the public HCP's educational calendar and schedule of courses and workshops, providing information and technical support to students and faculty, managing educational facilities, and maintaining student records and course enrollment data. This position requires collaborating with the Managing Director of Education and will require working during evening hours and weekends.

This job is multifaceted and requires strong organizational and administrative skills, as well as an ability to work with staff members, students, and faculty, and the ambition to learn and grow within the organization.

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**Administrative Responsibilities:**

- Format, proof, and publish new classes on the website.
  - Update educational web pages as needed.
  - Produce educational materials (slideshows, handouts, etc) for core courses.
  - Consult potential students and assist with enrolling in courses.
  - Respond to basic questions and concerns of students and faculty.
  - Organize student rosters, statistics on courses, and class attendance records.
  - Assist in maintaining database info, including students, faculty, courses, and enrollment.
  - Facilitate class-related communication with instructors and students.
  - Facilitate class evaluations following course completions.
  - Assist in collecting data and metrics for analysis purposes.
  - Provide technical and administrative support to on-site and online courses.
  - Check-in/out Digital Lab and Lighting Studio users and provide technical support.
  - Facilitate Lighting Studio equipment, including onsite checkouts and returns.
  - Assist with Digital Lab equipment maintenance and supplies.
  - Assist with booking/managing models for classes.
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[hcponline.org](http://hcponline.org)

- Support during open house events, including the organization's special events.
  - Manage follow-ups for educational events.
  - Assist in producing student and/or faculty exhibitions.
  - Participate in weekly staff meetings and one-on-one meetings with direct supervisor.
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## **Front Desk Responsibilities:**

- Maintain a friendly and approachable style with an emphasis on ensuring positive visitor experiences.
  - Open and close the gallery and/or school duties during the week and/or weekend.
  - Answer phones, greet visitors, and assist with questions.
  - Assist with all staff and gallery event set-up and clean-up.
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## **Qualifications:**

- BFA in Photography, Arts Education, or a related field is highly preferred.
- 1-2 years of administrative experience.
- Previous experience in teaching or assistant teaching preferred.
- Proficiency in photographic techniques and software.
- 1-2 years experience in a related field.
- Excellent written, oral, and interpersonal communication skills.
- Excellent organizational and administrative skills.
- Proficiency in a Mac environment and the drive to learn new skills as needed.
- Wordpress and Squarespace website platform experience preferred.

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 your qualifications.

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## **Wages and Schedule:**

The position starts June 2024 and will be at 20 hours per week at \$15 an hour without benefits. This is a part-time position with the expectation of transitioning to full-time by December 2024. The full-time salary for this position is between \$31,000 - \$35,000, and benefits include generous time off and flex-work-time policies, health, vision, and dental insurance (HCP pays 100%), and employer contribution to a retirement plan.

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## **Application Instructions:**

For interested applicants, please submit your resume, cover letter, and contact information for three references to: [search@hcponline.org](mailto:search@hcponline.org) Subject line: Education Assistant. Applications

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received before April 30, 2024, will be prioritized. We will accept applications until the position is filled.

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## **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 role 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 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.*