



**Houston Center for Photography**

## **Exhibitions & Programs Coordinator**

### **Job Description—Major Duties**

Reports to: Executive Director & Curator and Director of Operations  
Full-time, Exempt position

Houston Center for Photography seeks a creative 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 ideally 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 art handling and installation knowledge, 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.

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### **Application Instructions:**

For interested applicants, please submit your resume, cover letter, and contact information for three references in one PDF file to [search@hcponline.org](mailto:search@hcponline.org) Subject line: Exhibitions & Programs Coordinator. Applications received before May 31, 2024, will be prioritized. We will accept applications until the position is filled.

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### **Duties and Responsibilities:**

- Collaboration with the Executive Director & Curator, and other staff to advance the mission and goals of the organization regarding exhibitions and programming
  - In collaboration with Executive Director, prepare annual exhibition and public programs schedule and budget and oversee their implementation
  - Schedule artist talks and workshops with exhibiting artists, both on-site and virtual, in collaboration with Executive Director
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1441 West Alabama  
Houston, Texas 77006  
(713) 529-4755  
[hcponline.org](http://hcponline.org)

- 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
- In collaboration with Director of Operations, 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
- Work with the Director of Operations to 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 collaboration 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 Marketing Coordinator
- Maintain the website with relevant information and work closely with the Communications and Marketing Coordinator on all printed and online promotions
- Produce photographic and video content in collaboration with the Communications and Marketing Coordinator as needed
- Actively participate in and assist with the leadership of the Auction Committee
- Produce exhibition photographs for archives and artists

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## Front Desk Responsibilities:

- Front desk coverage, along with gallery opening and closing duties during the week
  - Maintain a friendly and approachable style with an emphasis on ensuring positive visitor experiences
  - Answer phones, greet visitors, and assist with questions
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- Assist with all staff and gallery event set-up and clean-up
  - Prepare instructions for staff regarding gallery opening/closing procedures
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## **Qualifications:**

- Knowledge of visual arts/photography
  - Superior organizational, communication, multi-tasking, and administrative skills
  - Be a self-starter and fast learner
  - Strong writing skills
  - Proficiency with MS Office applications, the Adobe Suite, Apple, and Windows operating systems
  - Pleasant and professional telephone manner
  - Transportation for running errands
  - Be able to climb ladders, operate small construction appliances, and move up to 75lbs
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## **Wages and Schedule:**

This is a full-time, salaried position with benefits, including health, dental, and vision insurance, insurance, the employer's matching contribution to a retirement fund, generous time off, and flex-work-time policies. This position requires some evenings and weekends. Salary range \$38-42k

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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 that serves as a resource to its members and Houston communities through 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.*

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