



Houston Center for Photography

Administrative & Communications Assistant

Job Description—Major Duties

Reports to: Executive Director & Director of Operations

Full-time position

The Houston Center for Photography (HCP) seeks an Administrative & Communications Assistant to assist with executing the vision of HCP. The position facilitates communications and social media content, updates web content, assists with projects and events, and contributes to the organization's extensive databases. The position also assists the Executive Director (ED), along with three directors of HCP, with general correspondence, departmental database maintenance, and event planning.

HCP is looking for an assistant to actively generate and manage our online/offline communications and marketing with our audiences with regard to our exhibitions, public programs, and events, as well as our membership program and our educational and community engagement offerings. The successful Administrative & Communications Assistant is attentive to details, skilled at database management, a strong writer, and digitally skilled in image-based software. A good visual and discursive storyteller passionate about sharing the work of HCP and illuminating HCP's accomplishments. Strong candidates will display self-motivation and organization, an eagerness to collaborate and learn with others, and a creative engagement with both writing and visual media, including photography, videography, and design.

The Administrative & Communications Assistant works at the front desk and is a key point person for the general public.

Application:

This position is open until filled. Qualified candidates should send materials listed below to search@hcponline.org with Administrative & Communications Assistant in the subject line. Attach a single PDF containing your cover letter, resume, three references, and two writing/visual samples. Writing samples (and visuals if appropriate) should be: 1) a very succinct and compelling "call to action," approx. 50–60 words; 2) a 500–750-word example of persuasive storytelling. **Please note multiple documents will not be opened.** The priority deadline for applications is July 25, 2024. Applications will be accepted until the position is filled.



Administrative Responsibilities:

- Maintain a friendly and approachable style with an emphasis on ensuring positive visitor experiences
 - Answer phones, greet visitors, and assist with questions
 - Open and close the gallery duties during the week
 - Provide administrative support to the ED and directors, including scheduling, travel arrangements, and correspondence with Board of Directors, Advisory Council, staff, artists, vendors, donors, and prospects
 - Maintain database, physical files, and mailing lists, including donor/prospect records
 - Answer phones, greet visitors, and respond to email correspondence from the public
 - Maintain attendance reports and gallery tidiness
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Communications and Marketing Responsibilities:

- Manage HCP's Social Media, including Facebook, X, and Instagram
 - Produce and manage marketing campaigns on Meta
 - Write engaging creative copy, including press releases and HCP newsletters, of various lengths and styles
 - Contribute to new ideas for HCP's e-newsletters
 - Update and maintain cohesive website copy
 - Create and maintain an organization-wide calendar for communications to promote HCP's exhibitions, public programs and events, publications, educational offerings, membership, and calls for entry.
 - Research digital and print advertising opportunities to increase participation in HCP's diverse programs
 - Maintain, record, analyze, and report data on KPIs for HCP's advertisements, e-newsletters, social media accounts, and website
 - Actively participate in and assist with annual auction
 - Attend evening and weekend events as needed
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Qualifications:

- 2 years of administrative experience, arts and/or non-profit administration is a plus
 - Associate degree (Bachelor's preferred) or equivalent in Communications, Public Relations, Marketing, or related discipline preferred, or comparable work experience
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HOUSTON CENTER FOR PHOTOGRAPHY

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- Excellent communication skills, both written, verbal, and visual, with experience writing, editing, and creating creative and compelling content for diverse audiences and platforms, including social media, digital spaces, and newsletters
 - High level of experience with social media platforms, including but not limited to Facebook, Instagram, and X
 - Superior organizational, communication, multi-tasking, and administrative skills
 - Be a self-starter and fast learner
 - Proficiency with MS Office applications, the Adobe Suite, Apple, Windows operating, and Google Workspace
 - Database management experience
 - Knowledge of Adobe Suite
 - WordPress and Squarespace website platform experience preferred
 - Passion for and knowledge of the arts, especially when articulated from the non-for-profit spaces, strongly preferred
 - Transportation for running errands
 - Bilingual or multilingual preferred, with desired fluency in Spanish
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Wages and Schedule:

This is a full-time, entry-level, salaried position with benefits, including generous time off; health, vision, and dental insurance are covered at 100% by HCP; and the employer's contribution to a retirement plan. Salary is in the \$31-36k range.

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.
