



Houston Center for Photography

Administrative and Database Assistant

Job Description—Major Duties

Reports to: Director of Operations

Position Type: Full-time, Non-Exempt

Houston Center for Photography seeks an energetic individual who has a passion for visual culture and data management who has a keen interest in the role of art organizations in society to serve as its Administrative and Database Assistant. The successful candidate for this position must have excellent database, analytical, research, and writing/proofing skills.

The Administrative and Database Assistant will work closely with the Director of Operations, Director of Community Engagement, and the Executive Director on all forms of data as it pertains to donors, grants, and membership. The role also includes assisting with calendaring and conducting research related to grants. Additionally, the position involves greeting and assisting gallery and student guests within the scope of reception. As steward of HCP's databases and the face of reception, the Administrative and Database Assistant must demonstrate strong interpersonal skills.

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 Subject line: Administrative and Database Assistant. Applications received before September 15, 2025, will be prioritized. We will accept applications until the position is filled. 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.

Essential Duties and Responsibilities

- Work with the Executive Director and Director of Community Engagement to research grant opportunities, manage grant calendars, and proofread grant proposals. Responsible for managing grant data; assisting with data collecting for grant applications as well as collecting data, writing, and submitting grant reports as needed.
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- Work with the Director of Operations to ensure membership and donor data is well maintained by keeping up-to-date, accurate records and ensuring all donations and transactions including membership are accurately entered into electronic databases.
- Manage the members event calendar by coordinating with staff and HCP programmatic areas.
- Enter fundraising event data and proof data from corresponding organizational areas.
- Support the organization with donor development events and work at the annual Print Auction.
- Maintain and conduct follow-up correspondence with all Community Engagement Teaching Artists and partners with regards to contracts and end of term data and demographics.
- Calendar Community Engagements programming.
- Position work week is M-F, 10am - 6pm with a one hour lunch break; some evening and weekend work will be required.

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.
 - Assist with all staff and gallery event set-up and clean-up.
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Qualifications:

- BA or equivalent experience required.
 - Database management and data analysis skills.
 - Intermediate Excel skills required. Advanced Excel skills preferred.
 - Excellent writing, editing, analytical, and research skills.
 - Skilled in spreadsheets; experienced in donor management software.
 - Proven ability to manage multiple deadlines, prioritize, and communicate effectively with various stakeholders including staff, Board members, and donors.
 - Discretion, diplomacy, and sound judgment.
 - Experience in grant and proposal development and writing is a plus.
 - Adobe Suite (Photoshop, InDesign, Premiere) is a plus.
 - Passion for visual arts and visual culture is essential; knowledge of photography is a plus.
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Wages and Schedule:

- Full-time, salaried position: \$37,500–\$41,000
 - 100% employer-paid health, dental, and vision insurance
 - 3% employer match toward retirement plan
 - 17 vacation days per year (increasing after two years)
 - 6 sick days annually
 - Flexible work-time and generous paid time-off policies
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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.
