



Education Assistant

Job Description—Major Duties

Reports to: Managing Director of Education & Director of Operations
Full-time position

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, portfolio development, and advanced photography practices. In addition, HCP offers its members the use of services including a Digital Lab, Lighting Studio, and Critique Groups 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 equipment and facilities, and maintaining and analysing student records and course enrollment data. This position requires collaboration with the Managing Director of Education and the Director of Operations and will involve working evenings and weekends.

In addition to educational programming support, this position assists with gallery operations and public engagement, including welcoming visitors, supporting class registration, assisting with exhibitions and events, and maintaining gallery spaces and visitor experience. This role requires strong customer service, attention to detail, and problem-solving skills.

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.

Application:

This position is open until filled. Qualified candidates should submit a resume, cover letter, and contact information for three references with "Education Assistant" in the subject line. Please combine all application materials into a single PDF document, as multiple attachments will not be opened. Priority consideration will be given to applications received by June 5, 2026. Applications will continue to be accepted until the position is filled.



Education Responsibilities:

- Assist the Managing Director of Education with daily operations related to educational programming, student services, and member services
 - Update and maintain educational web pages, including classes, certificate programs, instructors, mentors, events, and member services
 - Format, proof, publish, and manage class information and educational materials, including handouts, curricula, slideshows, and promotional content
 - Provide administrative and customer support to students and faculty, including enrollment assistance, class communication, evaluations, and responding to questions or concerns
 - Organize and maintain course-related records and databases, including student, faculty, course, certificate program, attendance, and enrollment information
 - Collect, organize, and improve program data and metrics for reporting and analysis purposes
 - Provide technical and administrative support for on-site and online courses and events
 - Assist with booking and coordinating models for classes and workshops
 - Support management of HCP's Digital Lab and Lighting Studio, including equipment check-in/check-out, troubleshooting, maintenance, organization, and supplies
 - Maintain and utilize HCP's Image Server with emphasis on imagery of instructors' work and educational activities and events
 - Support education-related, membership, and community events (Open Houses, Critique Groups, Photobook Club, lectures, etc), including event registration, attendance tracking, follow-up communications, and gallery/classroom programming
 - Assist in preparing education newsletters and marketing materials for programs and events
 - Participate in weekly staff meetings and regular one-on-one meetings with direct supervisor
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Membership Responsibilities:

- Facilitate member services including reservations for the Digital Lab, Lighting Studio, Critique Groups, and HCP Photobook Club
 - Process memberships using Little Green Light (LGL), maintain accurate member records, and assist members with membership information, class registration, and event registration during evening and weekend hours
 - Assist with preparing materials for mail-outs and donor communications, ensuring accuracy and timely distribution
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Exhibitions Responsibilities:

- Assist in organizing and producing student and/or faculty exhibitions including open call webpages, student/faculty communication, and supporting the exhibitions team
 - Assist with preparing gallery spaces for lectures and exhibition events
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Front Desk/Gallery Responsibilities:

- Serve as a welcoming first point of contact for visitors, students, and members
 - Open and close the gallery and education spaces during weekday evenings and weekend hours
 - Answer phones, greet visitors, and respond to general inquiries
 - Register and check in students for classes
 - Monitor and maintain gallery facilities; track visitor attendance
 - Support staff and gallery event setup and cleanup
 - Process confidential and sensitive information with discretion
 - Respond to email correspondence related to general gallery and membership inquiries during weekday evenings and weekend hours
 - Demonstrate reliability and responsibility in daily operations
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Qualifications:

- Interest or experience in visual arts/photography
 - Bachelor's degree in Photography, Arts Education, or related field preferred
 - Previous 1–2 years administrative experience preferred
 - Strong organizational, communication, and multitasking skills
 - Proficiency in photographic techniques, software, and hardware
 - Strong writing and interpersonal communication skills
 - Proficiency working in a Mac-based environment
 - Proficiency in Google Workspace, including advanced skills in Google Sheets and Microsoft Excel, is necessary for success
 - Experience using Adobe Lightroom Classic and Photoshop is required; knowledge of Adobe Premiere is preferred, and familiarity with Adobe InDesign and/or Illustrator is a plus
 - Experience with WordPress or Squarespace website platforms is preferred
 - Database management experience is a plus
 - Professional demeanor and telephone manner
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HOUSTON CENTER FOR PHOTOGRAPHY

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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.

Wages and Schedule:

This is a full-time, entry-level salaried position with benefits, including generous paid time off; health, vision, and dental insurance covered at 100% by HCP; and an employer contribution to a retirement plan. The salary range is \$32,000–\$37,000.

The regular work schedule is Tuesday–Thursday from 1:30 p.m.–9:40 p.m. and Saturday–Sunday from 9:45 a.m.–5:15 p.m., with Mondays and Fridays off.

With approval, hours may be adjusted and/or remote work may be permitted when there are no scheduled classes and the gallery is closed for exhibitions after 6:00 PM, Tuesday–Thursday.

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.
