



PROJECT ROW HOUSES

PROJECT ROW HOUSES (PRH)

POSITION: Public Program Coordinator

STATUS: Part-time (25-30 hrs/week) | Hourly | Non-exempt

Project Row Houses is seeking a **Public Program Coordinator** to join our team. The ideal candidate will have an interest in both the arts and the administration of public programs. This person will play a key role in the success of our tours and visitor experience as well as provide support for programs and communications across an array of our offerings.

Project Row Houses is a community platform that enriches lives through art with an emphasis on cultural identity and its impact on the urban landscape. We engage neighbors, artists, and enterprises in collective creative action to help materialize sustainable opportunities in marginalized communities.

Project Row Houses occupies a significant footprint in Houston's Historic Third Ward, one of the city's oldest African-American neighborhoods. The site encompasses five city blocks and houses 39 structures that serve as home base to a variety of community enrichment initiatives, art programs, and neighborhood development activities. The Project Row Houses model for art and social engagement applies not only to Houston, but also to diverse communities around the world.

HOW TO APPLY: For confidential consideration, please submit your cover letter and resume to hr@projectrowhouses.org. No phone calls please. Applicants whose candidacy is being considered will be contacted. **Applicants will be considered on a rolling basis.**

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Tours and Visitor Experience

- Book groups for guided visits, maintain the group visits database and calendar; field and respond to all guided visit inquiries on phone, email, and online forms.
- Communicate with potential tour group leaders to provide concise and accurate information regarding exhibition/program content and visitor guidelines

- Serve as primary contact for teachers and school group tour organizers; follow up with groups with details of their visit and ensure that Docents receive accurate information regarding details such as age/grade, special needs, language preference, and potential connections and interests with the PRH Site.
- Assist with building out system for booking Docents to lead guided tours and scheduling programs and artist workshops
- Lead tours and workshops as needed, support as co-host for virtual programs.
- Collect evaluation materials from docents and group organizers; compile a seasonal report that includes a summary of visitor feedback.
- Compile attendance data for grant and government reporting.
- Support docent team in their duties: i.e. opening and closing procedures, answering phone and welcoming visitors

Public Program Support

- Provide administrative and organizational support to Public Programs team
- Assist and contribute to the design, planning, and implementation of Community Art-directed projects
- Monitor timelines, calendars, schedules, and interdepartmental communications to ensure timely, successful delivery of all public art projects
- Coordinate with volunteers, staff and contractors as needed for program implementation
- Attend events in support of the PRH programs
- Organize resources for Round opening entertainment and educational activities.
- Facilitate in-person and virtual-hybrid programming in support of the Public Art Manager
- Research communities and artists working in the arts and social justice sector
- Organize supplies for Arts team including tech supplies

Communications

- Assist with the creation and execution of comprehensive communication strategies across print, web, and social media platforms to elevate PRH's public program initiatives
- Communicate with vendors to ensure the timely arrival of promotional materials, catering orders, and supply deliveries
- Collect and maintain digital archives, SharePoint files and post-program evaluations

- Collaborate with all programming teams across the organization to create and capture program related content
- Respond to information requests from artists, residents, and community partners
- Distribute promotional material around the Third Ward community/city
- Other duties that may arise from time to time in support of the mission.

KNOWLEDGE, SKILLS, AND ABILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The items listed below are representative of the knowledge, skills, and/or abilities required.

- Interest in the arts and arts programming.
- Public speaking – ability to engage tour audiences.
- Strong customer service orientation.
- Strong administrative abilities.
- Capable of learning new skills and technologies quickly.
- Attention to detail and demonstrated ability to multi-task.
- Excellent verbal and written communication skills and the ability to work cooperatively with diverse groups.
- Proficient in Microsoft Office Suite
- Ability to work independently sometimes and collaboratively at other times.
- Ability to work under pressure maintaining a calm attitude.
- Passion for the mission, vision, and values of Project Row Houses.

EDUCATION/EXPERIENCE:

Minimum qualifications:

- Bachelor’s degree in related topic or equivalent work experience.
- 1-3 years professional experience in customer service, non-profit, arts & culture, and/or public programs. Or a related field that the candidate can demonstrate utilized the skills necessary for this position.

Preferred qualifications:

- Experience with Adobe Creative Suite.
- Experience in the non-profit sector.
- Experience with content creation.

WORKING CONDITIONS: (PHYSICAL DEMANDS, TRAVEL, HOURS, AND ENVIRONMENT)

- This is a part-time (25-30 hrs/wk), non-exempt / hourly position.
- This is an in-person role; all duties will be performed on-site.
- **Some evening and weekend work will be required** to align with program & event schedule. Flexibility is necessary to accommodate the hours required.
- Characterized as primarily sedentary work requiring exertion up to 25 pounds of force to lift, carry, push or otherwise move objects. Must be able to meet the physical demands of event logistics support and guiding outdoor tours.
- Some duties will be performed in a traditional office environment; Some duties will be performed outdoors. Duties may also be conducted in a variety of nontraditional community settings.

ORGANIZATIONAL RELATIONSHIPS

Department: Public Programs

Reports to: Public Art Program & Communications Manager

Supervises (if any): N/A

Peer collaboration/communicates with (internal, external): Facilities, Finance, Volunteers, Docent Team

Project Row Houses (PRH) is an equal opportunity employer in all positions, programs and services without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Job Description Version Dated: June 3, 2026