

PROJECT ROW HOUSES

PROJECT ROW HOUSES (PRH)

POSITION: Weekend Docent (In-person)

STATUS: Part-time | Hourly | Non-Exempt

ABOUT PROJECT ROW HOUSES

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.

SUMMARY OF POSITION

Weekend Docent is a part-time position in the Public Program department that reports to the Public Art Programming Manager.

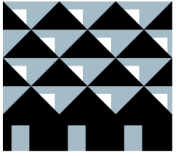
This position serves as an ambassador for the organization, performs opening and closing duties for the art houses, maintains the functionality and cleanliness of our gallery space and art houses, engages with guests about programming and the history of Project Row Houses, and leads site tours for visitors and special groups.

This position requires excellent customer service, multi-tasking and communication skills. Docents provide a welcoming atmosphere with a sensitivity to our diverse community. They are well versed in programming material, complete assigned duties with accuracy and attention to detail, participate and assist in facilitating programming, lead volunteers, and other duties as needed.

SCHEDULE

Saturday 9:30am-5:30pm and Sunday 11:30am-5:30pm (~14 hours / week)

Additional hours may be available some weeks depending on tour and programs schedule. This is an in-person position. All duties will be performed on-site. Schedule is subject to change.



PROJECT ROW HOUSES

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform opening and closing procedures of the community gallery and exhibition spaces
- Answer the telephone and welcome visitors
- Gather, organize, and share information about PRH's Rounds, programming, and community events
- Collect demographic information of incoming guests
- Assist with general maintenance of exhibition and office spaces
- Organize and give tours to groups of all ages
- Collect visitor feedback
- Provide assistance to PRH Program Team as needed

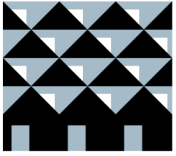
QUALIFICATIONS

Experience: 1 years' experience in an arts environment, customer service, and/or experiences teaching/tutoring.

- Interest in the arts and arts education
- Public speaking – ability to engage tour audiences
- Strong customer service orientation
- Impeccable interpersonal skills and the ability to work effectively with the full spectrum of community members.
- 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 applications including Word and Excel
- Strong sense of initiative
- Passion for the mission, vision, and values of Project Row Houses.

HOW TO APPLY

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



**PROJECT
ROW
HOUSES**

WORKING CONDITIONS: (TRAVEL, HOURS, AND ENVIRONMENT)

This is a part-time, non-exempt, hourly position. Number of hours may vary based on seasonal demands of the organization.

This is an in-person position with all duties being performed on-site.

Some duties will be performed in a traditional office environment, some required duties take place outdoors; duties may also be conducted in a variety of nontraditional community settings.

Weekend work is required; some evenings may be required.

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.