Project Row Houses (PRH)

Docent

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-African 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

Project Row Houses Docent is a part-time position that reports to the Curator and Director of Art Programs.

This position serves as an ambassador for the organization, performs opening and closing duties for the offices, 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform opening and closing procedures of the offices 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
- Processes in-person and over the phone membership registration and purchases of Collective Creative Actions
• Assist with general maintenance of exhibition and office spaces
• Assist in giving tours to groups of all ages
• Provide assistance to PRH Curatorial Team as needed
• Provide assistance to PRH Directors as needed
• Submit bi-weekly timesheets

QUALIFICATIONS

Experience: 1-3 years’ experience in Museum positions and/or experiences teaching/tutoring.

• 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.

WORKING CONDITIONS: (TRAVEL, HOURS, AND ENVIRONMENT)
This is a part-time, exempt, hourly position.

Some duties will be performed in a traditional office environment; duties may also be conducted in a variety of nontraditional community settings.

Some evening and weekend work is required.

For confidential consideration, please submit your cover letter and resume to sgarrett@projectrowhouses.org. All submissions are due on July 14, 2021. No phone calls please. Applicants whose candidacy is being considered will be contacted.

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.