

**Job Title:**

HouArts in Action Working Groups Coordinator (*1-Year Contract*)

**Location:**

Greater Houston Area (*Hybrid: Remote + In-Person Meetings*)

**Reports To:**

Project Coordinator

**Supervises:**

Public Funding Working Group Lead  
Economic Development Working Group Lead  
Vibrant Spaces Working Group Lead  
Effective Storytelling Working Group Lead

**Contract Term:**

August 2025 – July 2026

**Compensation:**

\$52,000 (1-year, part-time, contract position)

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**About HouArts in Action**

HouArts in Action is a collaborative, region-wide initiative designed to strengthen Greater Houston's arts and culture sector through strategic advocacy, expanded partnerships, and unified messaging. Building on work by Houston's seven state-designated Cultural Districts and a sector-wide Task Force, this effort aims to put arts on the agenda. We are mobilizing ambassadors from across the ecosystem to communicate arts and culture as an essential driver of the region's economic growth, community vitality, and civic identity.

Through a community-driven process, the Greater Houston arts and culture sector came together to craft a platform and strategy to champion the arts. This platform identifies four key areas of focus: Public Funding, Vibrant Spaces, Economic Opportunity, and Effective Storytelling. Learn about the process and focus areas at [houarts.org](http://houarts.org).

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## **Position Summary**

To drive the HouArts in Action platform forward, working groups will be created to support each platform focus area. The HouArts in Action Working Groups Coordinator will serve as the primary liaison between the initiative's four Working Group Leads and overall project leadership. This position is responsible for facilitating collaboration and communication across all groups, ensuring progress toward shared goals, and aligning the work of the groups with HouArts in Action's broader vision.

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## **Key Responsibilities**

### **Facilitate Cohesion Across Working Groups**

- Host and facilitate a monthly Hou Arts Task Force Meeting
- Support collaboration and shared problem-solving across all four working groups
- Track progress toward each group's annual action plan and strategic objectives

### **Support and Guide Working Group Leads**

- Serve as the main point of contact and resource for each Working Group Lead
- Offer guidance, coordination, and troubleshooting support
- Ensure each group's work reflects HouArts in Action's values and goals

### **Coordinate Communication and Reporting**

- Collect monthly updates from each Working Group Lead and synthesize into reports for the Project Coordinator and HouArts Task Force
- Maintain an internal calendar of group activities and deadlines
- Support the documentation and storytelling of working group milestones and impact

### **Contribute to Initiative-Wide Events**

- Serve on the planning committee for the October 2025 State of the Arts event
  - Contribute to the visibility and impact of advocacy campaigns and policy efforts
  - Help surface cross-cutting themes, insights, and emerging opportunities from the working groups
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## Preferred Qualifications

- Experience in cross-sector coordination, cultural strategy, nonprofit program management, or community organizing
- Strong project management and facilitation skills
- Demonstrated ability to manage and align multiple moving pieces and stakeholders
- Excellent communication, interpersonal, and reporting skills
- Familiarity with Houston's arts and culture ecosystem
- Commitment to equity, inclusion, and the long-term sustainability of the creative sector

We understand that not all strong candidates will meet every listed qualification. If you are enthusiastic about this opportunity and believe you bring relevant skills or experience, we encourage you to apply. We value diverse backgrounds and perspectives and look forward to learning how you can contribute to this work.

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## Contract Details

- Part-time, contracted position (independent contractor status)
  - Paid monthly
  - Flexible schedule with regular standing meetings
  - Contractor provides their own workspace and equipment
  - Responsible for personal tax reporting
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## How to Apply

Submit your cover letter and resume to [hello@houarts.org](mailto:hello@houarts.org) by July 14, 2025. Please include "Working Groups Coordinator Application" in the subject line.