

Job Description

Title: Literary Curator

Reports to: Executive Director

Summary: The Guadalupe Cultural Arts Center seeks a part-time Literary Curator & Coordinator to program a series of dynamic public and educational programs based at the Guadalupe Latino Bookstore. This contract position will work closely with GCAC staff to coordinate two flagship programs – the monthly Texas Author Series and our in-school literacy education program.

Responsibilities:

- Curate an annual literary season showcasing the most recent, significant, and relevant work by regional Latinx authors.
- Work with GCAC staff to design and execute a promotional strategy for the programs including production of marketing materials, writing copy and press releases, and supervising graphic design.
- Assist with meeting any administrative or logistical grant requirements for specific programs if necessary.
- Conduct community outreach to local area schools, coordinate classroom workshops and books disbursements.
- Contract curriculum writers to produce school curriculums for all grade levels.
- Potentially coordinate other events and programs as opportunities arise.
- Work with Latino Bookstore manager to assure a successful flow of each event.

Job Type: This is a 1-year contract, part-time, position averaging to an approximate 10 hours of work per week. Flexible work weeks, weekends, and evenings as required. Possible contract renewal upon completion of project.

Requirements:

- Demonstrated knowledge of literary arts, regional authors and book publishers
- Self-directed and motivated.
- Ability to work closely with GCAC team to ensure program curation, design, promotion and execution.
- Ability to plan and deliver oral and written communications that make an impact, persuade, and inform their intended audiences.
- Monthly evening and weekend time

- This position requires a criminal background check.

To Apply:

Submit a resume and cover letter detailing interest, qualifications and experience, and non-literary writing sample (ie: program description; press release; ad copy; grant language) to store@guadalupeculturalarts.org by midnight on March 6, 2026.