



Job Description, Education & Public Programs Manager

The Education and Public Programs Manager at Tephra Institute of Contemporary Art (Tephra ICA) is responsible for planning and implementing programs including lectures, workshops, and learning opportunities for adults; drop-in art activities for children and family workshops; six to eight weeks of Summer Art Camp annually; and the Emerging Visions program with Fairfax County Public Schools. This role is also heavily involved in organizing activities for children and families during Tephra ICA's annual Northern Virginia Fine Arts Festival.

The Education and Public Programs Manager will be expected to refine, promote, and manage existing programs, and develop new initiatives to further Tephra ICA's mission, in cooperation with the Executive Director and Curator.

Essential Duties and Responsibilities

- Develop and implement educational programming for diverse learners
- Attend all public programs, including exhibition openings, artist/curator talks, Creative Responses, workshops, and more
- Collaborate with external partners as necessary to support program implementation
- Provide oversight of field trips through staff management, training, and program development, as well as direct instruction
- Provide oversight of camp programs that take place during the summer holiday through staff management, training, program, and curriculum development; provide direct instruction when necessary
- Monitor spending according to established programming and grant budgets
- Ensure supplies are ordered, properly organized, and on-hand for program delivery
- Perform other duties as assigned by Executive Director
- May occasionally lift and/or move up to 30 pounds

Education and Experience

- Minimum of BA or BFA in visual arts, education, or a related field
- Background and/or strong interest in contemporary art, art history, and public outreach
- Experience working with youth in a museum or other informal learning environment

This is a part-time position at a maximum of 24 hours / per week. Hours per week during Summer Art Camp may increase to 40 hours per week (for a six-week period). Compensation will be competitive with the market and commensurate with experience.

Interviews will begin in July. Position start date will be August / September. Interested candidates should send a resume, cover letter, and list of references to jobs@tephraica.org.

Tephra ICA is committed to social and cultural equity. For a full list of our commitments, [click here](#).