

## **Associate Curator & Festival Director**

The Associate Curator & Festival Director, a unique dual role, at Tephra Institute of Contemporary Art (Tephra ICA) is responsible for assisting with the development and execution of dynamic, innovative, and high-quality visual art exhibitions that provide experiences in contemporary visual art to a broad constituency.

As Festival Director, this role is responsible for the creative direction in planning and implementing the Northern Virginia Fine Arts Festival in areas, including but not limited to managing exhibiting artists, the application and jury process, logistics, and event planning.

Tephra ICA is a 501(c)3 nonprofit solely dedicated to promoting innovative contemporary art and thinking. As a recognized regional arts leader, Tephra ICA serves 80,000 people annually, providing the Washington, DC metropolitan region with wide-ranging opportunities to experience and explore contemporary art through exhibitions, education offerings, interdisciplinary public programs, and the Northern Virginia Fine Arts Festival. Tephra ICA exhibitions present the full scope of visual arts with the main gallery increasingly highlighting nationally and internationally acclaimed artists and the satellite gallery, Tephra ICA at Signature, showcasing innovative local and regional artists, sponsored by Reston Community Center.

Tephra ICA has partnered with Reston Community Center, the Phillips Collection, the National Museum of African American History and Culture, George Mason University, and the National Gallery of Art through programming such as Creative Response, which invites creative professionals to respond to artwork on view and engage visitors in conversation. Tephra ICA's Emerging Visions program and Summer Art Camp deliver art enrichment experiences to over 20,000 students; and the Northern Virginia Fine Arts Festival, Tephra ICA's largest fundraising effort, is among the top of such events in the country. Admission to the Tephra ICA gallery is always FREE, as are most programs.

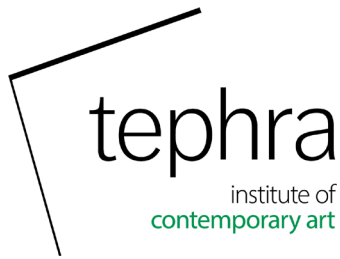
Recently, Tephra ICA was honored by the Virginia Commission for the Arts, the state arts agency, to receive one of its prestigious "50 for 50 Arts Inspiration Awards" in the category of Bedrock Institutions – one of only four visual arts institutions in the Commonwealth to receive such recognition.

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

## **Essential Duties and Responsibilities**

### **Curatorial**

- Identify artists, guest curators, and developing concepts that align with the institution's mission
- Plan and implement 1 to 2 annual gallery exhibitions for the Tephra ICA main gallery, independently, or in tandem with Executive Director & Curator and/or guest curators



- Autonomously develop and execute 3 to 4 annual exhibitions of regional artists for the satellite gallery, Tephra ICA at Signature, with sensitivity to residential audience
- Manage exhibition budget and financials for the satellite gallery; and contribute to W.A.G.E. reporting
- Assist with gallery preparation, artist organization, and object installation, and reception desk needs
- With team support, facilitate artist talks, panel discussions, and other programming related to exhibitions
- Develop communications related to exhibitions, including but not limited to print materials, exhibition statements, press releases, and wall text

#### **Festival**

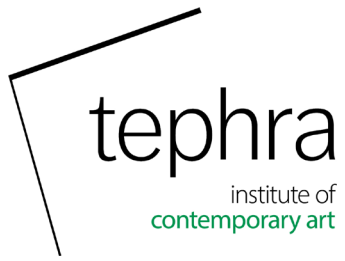
- Work closely with Advancement Officer on the overall planning, implementation, and logistics of the Northern Virginia Fine Arts Festival, with the Advancement Officer leading fundraising and marketing efforts and this role leading the artistic, creative direction
- Serve as main point of contact for interfacing with Festival artists
- Oversee and implement artist application needs and juror selection process
- Develop educational Festival activities in tandem with Education and Public Programs Manager
- Manage representation and information for 200+ exhibiting artists, including on-site logistics and personalized web presence; Manage all ongoing communications with exhibiting artists before, during, and after the event

#### **Administrative**

- Provide Administrative support for budgeting exhibitions and general operations
- Contribute to grant needs including text narratives, data compilation, and budget reporting
- Coordinate with outside contractors on facility maintenance and improvements

#### **Education and Experience**

- Master's degree in art history, arts management, visual arts, or a related field
- Knowledge of best practices in curatorial and festival, fairs and / or arts event related fields
- Interest and enthusiasm for contemporary art
- Strong organizational skills with high attention to detail
- Effective written, listening, and oral communication skills
- Demonstrated skills in initiating and managing projects, working independently, and meeting deadlines
- Ability to exercise good judgment, demonstrate initiative, and handle confidential materials with integrity
- Expert in using Microsoft Office (PowerPoint, Excel, Word); Proficiency in Adobe Suite and development software (i.e., Donor Perfect) is highly regarded



Salary and title commensurate with experience. Interested candidates should send a resume, cover letter, and list of references as soon as possible to [jobs@tephraica.org](mailto:jobs@tephraica.org). Interviews will begin in September.