

Job Description, Education and Public Programs Manager

Tephra Institute of Contemporary Art

Tephra Institute of Contemporary Art (Tephra ICA) seeks a well-organized, self-motivated, education and public programs professional to take the lead role in developing and leading engagement and learning programs for K-12, college, and adult audiences. This full-time position (40 hours/week) reports to the Executive Director and Curator and works closely with the Associate Curator to create and implement high-quality, mission-centered educational and public programming for all ages. They supervise our college internship program and volunteers. The Education and Public Programs Manager collaborates with other museums, libraries, and educational institutions to host and promote common educational offerings. Some travel and evening/weekend work is required. This position pays \$38 - \$41K. Benefits and relocation assistance are not available.

Position Impact

The Education and Public Programs Manager is a key member of the Tephra ICA team and the organization's fulfillment of its mission to build intimate connections between our audiences and contemporary artists. Tephra is committed to promoting innovative contemporary art and thinking and being a catalyst, generator, and advocate for contemporary and interdisciplinary arts.

Qualifications

Ideal candidates will have a bachelor's degree in art, art history, or education and with experience developing and implementing programs. The position requires someone who is collaborative, a creative thinker, and comfortable partnering with schools, universities, and community-based organizations. Candidates who are self-directed, organized, a strong writer and communicator, and inspired by contemporary art will thrive at Tephra ICA. Knowledge of Microsoft 365 and Adobe are required.

Responsibilities

- Oversee Tephra ICA's K-12 educational program, which includes school tours and the Emerging Visions Program (a multi-school project inviting students to respond to a Tephra ICA exhibition)
- Maintain department and project budgets
- Oversee Tephra ICA's internship and volunteer programs
- Work with staff to develop a wide variety of mission-centered year-round programming
- Manage family programs
- Collaborate with the Associate Curator and Festival Director on festival-related interpretive programs including Earth Day artist engagements and the Fine Art Festival's Family Art Park
- Coordinate and schedule outside presenters and speakers

- Collaborate with other organizations to promote and/or implement events and programs
- Provide content to the Marketing Coordinator for program promotion
- Assist with data tracking and providing information regarding program performance for grants as needed
- Other duties as assigned

How to Apply

Interested candidates should send a resume, cover letter, and list of references to jobs@tephraica.org.

About Tephra ICA

Tephra ICA is a 501(c)3 nonprofit solely dedicated to promoting innovative contemporary art and thinking. 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 annual Tephra ICA Fine Arts Festival. Tephra ICA exhibitions present the full scope of contemporary arts with the main gallery increasingly highlighting nationally and internationally acclaimed artists and Tephra ICA at Signature showcasing innovative local and regional artists.