



## **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 the annual Tephra ICA Arts Festival and supporting programming and logistics for The Alloy Project | Tephra ICA's Annual Benefit. The Education and Public Programs Manager will be expected to refine, promote, and manage existing education initiatives and public programs, and develop new initiatives to further Tephra ICA's mission, in collaboration with the Executive Director & Curator.

### **Essential Duties and Responsibilities**

- Develop and implement educational programming for diverse learners
- Lead, manage, and attend all public programs, including but not limited to exhibition openings, artist/curator talks, Creative Response programs, and family workshops
- Collaborate with external partners at universities, museums, community centers, and more to support program implementation and logistics
- Provide oversight of field trips through staff management, training, and program development, as well as direct instruction
- Provide oversight of Summer Art 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, grant, and operations budgets
- Ensure refreshments and 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; special accommodations are available as needed

### **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, arts education, and public engagement and outreach
- Experience in working with youth in a museum or other learning environment; and strong interest in this form of arts education

Compensation will be competitive with the market and commensurate with experience. Interested candidates should send a resume, cover letter, and list of references to [jobs@tephraica.org](mailto:jobs@tephraica.org).

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