



Programs Director

The Programs Director leads Tephra ICA's programming initiatives, creating opportunities for our audiences to connect with artists and explore contemporary art. This role develops and stewards our education and public programs, including the Tephra ICA Arts Festival Fall Celebration of the Arts (tentative) to make our exhibitions accessible and dynamic, provide working opportunities for artists, and foster lifelong learning and engagement with the arts.

Responsibilities:

Education and Public Programs:

- Develop and implement school and family programs, including exhibition tours, collaborative eARTh Day activities, and hands-on workshops
- Develop and execute public programs inspired by current exhibitions
- Build and maintain a roster of teaching artists
- Cultivate relationships with community partners
- Collaborate with Advancement Officer to create member-specific programs and review donor program benefits annually

Festival(s)

- Organize and implement the Tephra ICA Arts Festival – a two-day event every May that brings 200+ artists and 40,000 attendees to Reston Town Center
- Co-organize Fall Celebration of the Arts Festival in Tysons (tentative) – featuring artist workshops, demonstrations, and installations in celebration of regional arts access.

Administrative:

- Manage program budgets and ensure monthly balance
- Collect and analyze data from post-program audience and artist surveys
- Open and close gallery on Saturdays; facilitate self-guided, drop-in programming
- Support artist relationship management



- Partner with Senior Manager, Gallery and Communications on marketing strategies for programs and Tephra ICA Arts Festival
- Other duties as assigned by Executive Director

Position summary:

- Programs Director
- Full-time, exempt
- In person position (occasional hybrid flexibility)
- Hours: Tuesday – Saturday, 9am – 5pm, with occasional evenings
- Benefits: generous PTO, parental and heal leave (additional benefits not currently offered)
- Salary \$50,000 – \$52,000

Qualifications:

- Bachelor's degree in art, art history, art education, or related field (Master's preferred)
- 2-3 years of arts programming experience preferred
- Demonstrated experience managing large-scale arts events, including budgets, contracts, logistics, and scheduling
- Detail-oriented with strong organizational skills
- Collaborative mindset and creative problem-solving abilities
- Excellent communication and relationship-building skills

To apply, please send your resume and a cover letter to jobs@tephraica.org.