

2024 Internship Job Description

Tephra Institute of Contemporary Art (Tephra ICA) seeks a creative and motivated intern who is interested in learning skills and gaining experience in gallery management, arts administration, communications, and education for contemporary art organizations. The intern will work closely with Tephra ICA staff to assist with daily gallery operations, administration, public programs, and special events.

The Internship presents a unique opportunity to gain experience in arts administration, arts education, arts writing, arts marketing, gallery management; and direct experience in leading a gallery tour and/or facilitating a gallery talk.

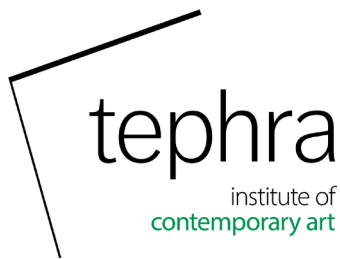
About Tephra ICA

Tephra Institute of Contemporary Art (Tephra ICA) is a 501(c)3 nonprofit institution dedicated to promoting innovative contemporary art and thinking. As a recognized regional arts leader, Tephra ICA serves more than 50,000 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, the Tephra ICA Arts Festival (formerly the Northern Virginia Fine Arts Festival), and The Alloy Project | Tephra ICA's Annual Benefit. 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.

Tephra ICA has partnered with the Kreeger Museum, the Phillips Collection, the National Museum of African American History and Culture, the National Gallery of Art, George Mason University, American University, Howard University, and more through exhibitions and 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 Tephra ICA 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. In 2022, Tephra ICA was recognized by Washingtonian Magazine as one of "10 Cool Galleries Around the DC Area".

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



Essential Duties and Responsibilities

- Manage front desk and daily gallery operations, including answering in-person, phone, and email inquiries, greeting and communicating with visitors, and maintaining the gallery space;
- Speak knowledgeably with visitors about the artwork on view and about the organization's events and programs;
- Assist in tracking daily visitors on tally sheet and updating monthly spreadsheet of total visitors;
- Aid in outreach for upcoming public programs for diverse audiences;
- Assist in creation and implementation of learning tools for young visitors (i.e., visual scavenger hunts, activities for field trips, etc.);
- Assist with facilitating tours and activities at the gallery for field trip groups;
- Work independently, and collaboratively, on one special project which may include a gallery tour or docent spotlight talk utilizing research, writing, and communication skills;
- Other administrative duties as assigned;
- May occasionally lift and/or move up to 30 pounds; special accommodations are available as needed.

Eligibility

- Current undergraduate/graduate students enrolled in Arts Management, Art History, Arts Education, or other related fields of study are welcomed to apply
- Effective written, listening, and oral communication skills
- Strong organizational skills with high attention to detail
- Responsible and reliable
- Passion for contemporary art and experience working in a visual art organization is a plus
- Experience in using Microsoft Office (PowerPoint, Excel, Word)

Time Commitment

Minimum of 12 hours per week; occasional evening and weekend hours may be required. Please specify your availability when applying.

To Apply

Please submit a cover letter, resume, contact information for professional references (including name, email, phone number, professional affiliation, and your relationship), and unofficial transcript from current university to jobs@tephraica.org, with a subject line of "Tephra ICA Internship".

Compensation

Tephra ICA can offer compensation in the form of academic credit(s) at the discretion of the university.