

2024 Tephra ICA Arts Festival Internship

Tephra Institute of Contemporary Art (Tephra ICA) seeks a creative and motivated intern who is interested in learning skills and gaining experience in producing large events and Festivals and becoming familiar with the industry of art fairs and festivals.

The intern will work closely with the Tephra ICA Festival Director and Advancement Officer to assist with coordination of the [Tephra ICA Arts Festival](#), including working with the exhibiting artists, the jurors, sponsors and partners, volunteers, and audiences. The Internship presents a unique opportunity to gain experience in juried exhibitions with hundreds of artists, general processes of arts administration, arts marketing, and large-scale event production.

About the Tephra ICA Arts Festival

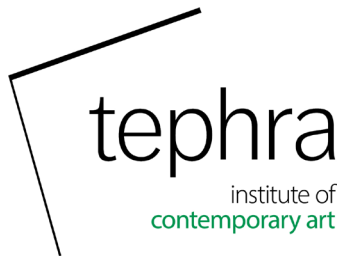
The Tephra ICA Arts Festival, formerly titled the Northern Virginia Fine Arts Festival, is now in its 33rd year showcasing more than 200 professional artists working in the fields of fine art and fine craft. Drawing upon a robust exhibitor and collector base coupled with Tephra ICA's contemporary foundation, the Festival has become one of the region's most anticipated events and Tephra ICA's largest fundraiser, attracting up to 20,000 people to the unique, outdoor environment of Reston Town Center. The Festival is comprised of one-on-one experiences, performances, and special events that engage visitors with compelling artistic voices – leaving an exciting, thoughtful mark in the region.

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.

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

- Speak knowledgeably with visitors and participants about the Festival during and leading up to the event., including fielding and directing artist inquiries
- Upload and manage artist pages on Tephra ICA website
- Assist with event administration and planning such as artist communications, budget tracking, marketing and promotion, artist welcome packets, artist hospitality, and more as assigned
- Work independently, and collaboratively, on one aspect of Festival production based on intern's specific interests and skills
- When working onsite, 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
- May occasionally lift and/or move up to 30 pounds; special accommodations are available as needed

Eligibility

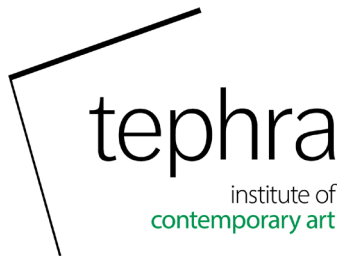
- Current undergraduate/graduate students enrolled in Arts Management, Communications, Arts Education, Tourism and Events Management, or other related fields of study are welcome to apply
- Interest in large-scale event planning, programming, festivals, fairs and / or other related arts events
- Passion for art and experience working in a visual art organization is a plus
- Effective written, listening, and oral communication skills
- Strong organizational skills with high attention to detail
- Responsible and reliable
- Experience in using Microsoft Office (PowerPoint, Excel, Word)
- Experience in Adobe Creative Suite a plus

Time Commitment

Minimum of 12 hours per week with at least one work session on site per week. Occasional evening and weekend hours may be required especially during the Festival week. 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 Arts Festival Internship".



Compensation

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