



Gardner Ambassador Internship Program

Isabella Stewart Gardner Museum

Academic Research Ambassador

Anticipated Start and End Dates:	May 28, 2024 - July 26, 2024
Remote or In Person:	In-person with the option to complete some departmental hours remotely
Hours Per Week:	Tuesday May 28: 11am-5pm Orientation Thursday June 6: 2:30-4:30pm Inclusive Community Training Week of June 3- Week of July 22: 28 hours Closed for July 4, 2023
Work Schedule:	Tuesdays through Fridays for Departmental internship hours (24 hours) Tuesday afternoons from 3:00-5:00PM for Seminar (2 hours) mandatory Thursdays 6:00-8:00PM preferred for Gallery shift (2 hours, timing flexible)
Website:	www.gardnermuseum.org
Pay Rate and Professional Development Stipend:	\$19/hour and one-time \$100 stipend

Organization Overview:

Isabella Stewart Gardner believed that art had the power to change lives, and she built a beautiful, personal, and immersive Museum setting to do so. Today, the Gardner is a living embodiment of her bold vision; a dynamic place where ideas and creativity in all forms inspire visitors. Through exhibitions, music, programs, and performances, we strive to tell new stories and challenge assumptions with diverse voices and partnerships with community members.

This intern will be taking part in a program at the Museum called Gardner Ambassadors. The interns, called "Ambassadors," will work for 28 hours per week, with the following hourly breakdown: 24 hours per week as an intern in a host department, 2 hours per week working in the galleries, and 2 hours per week in a seminar with their cohort. Interns who take part in the Ambassadors program will gain hands-on experience in a museum environment, learn about the history of the Gardner and visitor-centered museum practice, and explore possible career paths in the museum world.

Job Description:

This posting is for a placement in the Education Department, reporting to the Academic Programs Manager. The Education team is responsible for designing public programs, educational content and interpretation materials for museum visitors. The Academic Programs Manager works closely with the Membership team to maintain the University Membership Program. The University Membership Program offers benefits to participating schools in Boston, including free admission, discounted lectures, and access to special programs.

The intern in this role will be responsible for collecting research on both participating institutions and prospective members. Research will include outreach to local communities, visiting school and nonprofit campuses, and collecting qualitative and quantitative data from students, faculty and visitors. The intern will also work on planning



academic events for local students and improving marketing materials for outreach and engagement. As part of the Education team, this intern will be responsible for learning the Gardner's teaching philosophy, observing tours for all ages, and collaborating with Visitor Services and Membership teams.

Basic Qualifications:

- Self-motivation and a desire to learn about academic engagement
- Must be able to work independently
- Interest in working with students and the Boston community
- Must be proactive in problem-solving and flexibility
- Strong organizational skills

Desired Qualifications:

- Some interest in design preferred
- Strong communication skills, orally and in writing, preferred
- Proficient in Google suite (Gmail, Calendar, Docs, Sheets, Slides)
- Students with an interest in Museum Studies, Art Education, Arts Admin, Higher Education or Marketing

Type of Training to be Provided:

- Professional skills such as collaboration, meeting preparation and facilitation, email and in-person communication
- Customer Service
- Inclusive Community Training
- Database analytics using a CRM

Learning Outcomes:

- Knowledge of the Gardner's teaching philosophy and academic programs
- Membership structures and pricing
- Communicate effectively with people from diverse backgrounds
- Professionalism and Public Speaking
- Understanding of the relationships between schools and nonprofit organizations

Equal Opportunity Employer

Diversity, Equity, Access, and Inclusion is one of the core values we hold close to our business practices. ISGM is committed to affording equal opportunities to qualified individuals regardless of race, color, gender, gender identity, genetics, military/veteran status, pregnancy, religion, sexual orientation, age, national origin, ancestry, disability, or any other basis prohibited by applicable laws.



ISGM Background Check & Work Authorization Requirements:

Employment at the Isabella Stewart Gardner Museum is contingent upon a satisfactory criminal background check, which will be administered after the Museum receives your signed offer letter and other necessary paperwork. Within your first 3 days of hire at the Isabella Stewart Gardner Museum, you must show proof of eligibility to work in the US with unexpired I-9 compliant documentation. Your documentation must be valid throughout the length of your internship. If your original I-9 documentation expires during your internship, you must provide updated documentation as soon as possible in order to avoid a lapse of eligibility to participate in this internship program. If these requirements are not met, our employment relationship with you may be terminated.

COVID-19 Protocols

All employees of the Isabella Stewart Gardner Museum are required to be vaccinated against the COVID-19 virus. If an employee is not vaccinated, they will need to go through an interactive process of requesting a religious or medical accommodation and to submit weekly testing results, in addition to following other federal, state and CDC recommendations.

Questions or Need Accomodations?

Email museumpartnerships@umb.edu