



Gardner Ambassador Internship Program Isabella Stewart Gardner Museum Community Engagement Ambassador

Anticipated Start and End Dates:	May 28, 2024 - July 26, 2024
Remote or In Person:	In-person
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:	Monday, Tuesday, Wednesday, Thursday 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 Community Engagement Manager. The Education Department at the Isabella Stewart Gardner Museum encompasses many roles and positions ranging from Interpretation to Public Programs. We work to provide accessible opportunities & experiences for visitors to engage with the museum's founder, collection, and horticulture. As a space for culture, exploration, and community, we look to our broader audiences to inform new ways to engage with us. Our Education team provides inclusive & accessible tours, interpretation services, arts education courses for local school administrators, public programs, and more. Within the Education Department under the Community Engagement role, the Public Programs team creates events and programs



for the general public to engage and learn more about the museum. The programming team helps support the strategic community goals of the museum and supports the longevity of local creative partnerships.

The intern in this role will work on the following projects:

- Community Outreach to local artists, musicians and cultural organizations
- Visitor experience research
- Event/Program assistance on Thursday evenings
- Some administrative duties
- Developing surveys for visitors to inform programming
- Research local community programs at other institutions
- Help design flyers
- Evaluate ongoing projects and current/potential collaborators
- Some studio help as needed

Basic Qualifications:

- Ideal candidate is friendly, hands-on, and detail-oriented
- Strong communication skills both written and verbally
- Interest in working with many different types of audiences with sensitivity to program topics

Desired Qualifications:

- Student from Africana Studies, Communication, Art Studies, or Human Services
- Student active on committees or within student government
- Candidate has completed at least one Humanities course
- Outgoing and self-sustaining
- Interest in accessibility and inclusion work
- Some experience with outreach a plus
- Marketing, design and social media experience

Type of Training to be Provided:

- Visual Thinking Strategies
- Tessitura Network Software

Learning Outcomes:

- Gain knowledge and experience working in a nonprofit organization
- Learn how to bridge community connections
- Gain experience with event planning and operations

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 Accommodations?

Email museumpartnerships@umb.edu