



Gardner Ambassador Internship Program Isabella Stewart Gardner Museum Contemporary Art Ambassador

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| 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: | 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 Contemporary Department, reporting to the Assistant Director of Artist Residencies and Special Projects. The Contemporary Department forges dynamic connections between living artists, museum audiences, and the collection through exhibitions, public programs, and projects which offer a fresh perspective of Gardner’s installations and explores relevant issues of contemporary culture. The Artist-in-Residence Program is one of the oldest in the country and has been inviting artists from all creative disciplines and backgrounds to live, research work, and respond to the collection since 1992.



In this role, the intern can work on a variety of projects including:

- Assist with exhibition management, exhibition installation of summer shows, research, audience engagement.
- Contemporary archives - inventory and records management
- Work with AIRs during their residencies, exhibitions, programs, and publications.
- Provide support in day-to-day operations such as attending meetings, database creation and management, email communications.
- Research for forthcoming exhibitions, on artists, institutions, audience engagement
- Work on AIR Archives Project
- Audio/Visual cataloging project for a digitizing grant

Basic Qualifications:

- Ability to work independently and as part of a team
- Interest in contemporary art and working with artists
- Self-motivated
- Excellent organizational skills and attention to detail
- Ideal candidate has good communication skills, writing skills, and interpersonal skills.

Desired Qualifications:

- Social media skills
- Experience in video editing and Photoshop
- Studio art experience a plus

Type of Training to be Provided:

- Exhibition planning and art installation
- Project management
- Gain skills in building relationships with internationally recognized artists

Learning Outcomes:

- Gain a comprehensive understanding of the inner workings of museum operations
- Develop practical skills in administration
- Gain hands-on experience with exhibition planning

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