



Gardner Ambassador Internship Program Isabella Stewart Gardner Museum Public Programs 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, Wednesdays and Thursdays 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 Public Programs Coordinator. Public Programs at the Gardner spark conversation, curiosity and connection. Programs amplify the perspectives of diverse artists, writers, and thinkers, and explore art, our lives, and the critical issues of our city and our time. Public Programs include Exhibition and Collection Programs, Community Programs, and Studio Programs and range in scale from intimate talks to museum-wide events.



The intern placed in this role will have the opportunity to work on programs related to our summer exhibition *On Christopher Street*, as well as our Queer Community Night in collaboration with The Theater Offensive. Most events at the Gardner take place on Thursday evenings.

Additional Projects:

- Attend program-planning meetings to see the behind-the-scenes process of coordinating an event
- Drafting agendas for program meetings
- Day-of program event facilitation
- Program outreach research
- Creating Work Orders for staff support using an event-management software
- Planning for Fall exhibition cycle programs

Basic Qualifications:

- Good communication and relationship-building skills
- Interest in public-facing work and engaging with collaborators' creativity
- The ideal candidate will be someone who is friendly and empathetic (due to the themes which some of the exhibition programs touch upon)

Desired Qualifications:

- An interest in both Art and Social Justice and learning how art can be used as a catalyst to bring awareness and support to social justice issues and initiatives

Type of Training to be Provided:

- Training in the program planning process
- Artifax and creating work orders/ reserving spaces throughout an institution using event-management software

Learning Outcomes:

- Gain knowledge and experience working in an arts and culture organization
- Build meaningful relationships with people in and outside of their immediate community
- Gain experience working with artists within an arts organization
- Event 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