



Gardner Ambassador Internship Program Isabella Stewart Gardner Museum Museum Education 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:	Any weekdays 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 Associate Curator of Education. The teaching team within the Education Department is responsible for tours for visitors of all ages, programs for K-12 students and teachers, and programs for colleges and universities including the Gardner Ambassador internships. The intern in this department will have the opportunity to work on a variety of projects to evaluate teaching structures and hire a new class of Museum Teachers (paid educators who lead tours at the Gardner).



Museum Teacher recruitment:

- Identify organizations and contacts to advertise Museum Teacher job opening
- In collaboration with the Associate Curator of Education, organize and implement an informational session for prospective Museum Teachers
- Communicate with prospective Museum Teachers, including scheduling interviews
- Contribute to interview and selection process
- Review and update Museum Teacher training syllabus
- Create Google Classroom for new Museum Teacher cohort

Museum Teacher and Tour evaluation:

- With the Associate Curator of Education and the Tour Coordinator, and In consultation with current Museum Teachers, create Museum Teacher evaluation process
- Track results of Museum Teacher evaluation to rate performance

Department administration:

- Organize Museum Teacher Google Classroom files
- Support Associate Curator of Education in processing departmental files to be archived
- Learn about the Museum and the work of the Education Department through readings, observations, discussion and reflection.

Basic Qualifications:

- Self-motivation and a desire to learn about museum education practice are essential qualities for a successful candidate.
- Must be able to work independently.
- Must be proactive in problem-solving and flexibility.

Desired Qualifications:

- Strong communication skills, orally and in writing, preferred.
- Proficient in Google suite (Gmail, Calendar, Docs, Sheets, Slides) and Zoom preferred
- Students with an interest in Museum Studies, Art Education, K-12 teaching and/or Human Resources

Type of Training to be Provided:

- Professional skills such as collaboration, meeting preparation and facilitation, email and in-person communication
- Inquiry-based teaching best practices
- Educator evaluation
- Recruitment and hiring practices, including resume review and applicant rubric review
- Event planning
- Google Classroom creation and organization
- Organizational asset management protocols and workflows



Learning Outcomes:

- Articulate the Gardner Museum's approach to gallery teaching
- Communicate effectively with people from diverse backgrounds
- Present ideas with professionalism
- Identify strengths of potential candidates for a position based on cover letter, resume, and interview materials

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