



Gardner Ambassador Internship Program Isabella Stewart Gardner Museum Development 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 Development department, reporting to the Director of Development Operations. The Development department is responsible for helping the Gardner reach its annual fundraising goals and cultivating strong relationships between donors and the Museum. The Development team works closely with other departments to plan events, steward donors, track fundraising progress, and ensure database accuracy.

General Tasks include:

- Assist in planning of Development events and day-of support
- Attend Department meetings



- General Administration - mailing, scanning, printing, etc.
- Weekly membership fulfillment - print, assemble, and mail out membership materials

The intern may choose from the following central projects:

- Analysis of Annual Fund donors and strategies
- Creation of dashboards utilizing Tessitura analytics platform
- Event attendance analysis to assess thematic interests
- Learn, write, and design development communication within email software
- Communication Plan

Basic Qualifications:

- Detail-oriented with an ability to see the big picture
- Adept at learning and using technology, including Google Workspace and Microsoft
- Effective verbal and written communication skills

Desired Qualifications:

- Event and/or customer service experience
- Interest in nonprofit organizations and fundraising

Type of Training to be Provided:

- Fundraising strategy and program development
- Basic data entry
- Central CRM (Tessitura)
- Development events support
- General Administration
- Meeting protocols

Learning Outcomes:

- Work effectively within a CRM database (Tessitura)
- Perform analysis of data sets
- Understand how a development/fundraising department functions
- Assist with event preparation
- Draft and design compelling email communications if that project is chosen
- Increase their time management skills, while balancing various, continuous responsibilities
- Have a basic understanding of database management, communication marketing, and fundraising

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