



Gardner Ambassador Internship Program Isabella Stewart Gardner Museum Collection Photography 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:	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 Collections department, reporting to the Collection Photographer. The collection department ensures the care of the collection by ensuring objects are cataloged, accessible to the public through images and in safe care. The Collection Photographer captures the objects within the collection to meet these needs.

The intern in this role will assist the Collection Photographer in a variety of projects, such as digital imaging workflows, retouching images, and photoshoots for exhibition turnover and collection needs. Day-to-day operations include managing preparations and timelines, ensuring objects are ready to be moved and that the location, lighting, and equipment are properly set up. At the end of each shift, photo sessions need to be recorded and images backed up. The



intern will also work on administrative tasks, organizing future photoshoots while communicating with the team. Projects are flexible to the interests of the intern, pending supervisor approval.

Basic Qualifications:

- Desire to learn about photography in a museum setting
- Ability to work independently and be flexible in a fast-paced environment
- Basic knowledge of camera operation
- Interest in both analog and digital photography
- Some experience using Adobe Suite

Desired Qualifications:

- Students with an interest in Photography, Studio Art, and Collections
- Strong collaboration and communication skills preferred
- Ideal candidates are self-motivated and organized

Type of Training to be Provided:

- Digital imaging workflows including applications such as Photoshop, Bridge, Helicon Focus and PTGui (stitching software)
- 2D imaging
- Open scene 3D imaging
- Focus Stacking and large image stitching
- Administration skills for organizing photoshoots
- Embedding metadata

Learning Outcomes:

- Photography experience in a museum setting
- Capture 2D and 3D images for museum digital assets
- Communicating image processes
- Knowledge of the inner-workings of a Collections team
- Experience with managing timelines and projects

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