

**Job Description: Thinking Through Art Research Assistant  
June 2022**

Description

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 its forms inspire visitors. Through exhibitions, music, programs, and performances we strive to tell new stories and challenge assumptions through diverse voices and community members.

ISGM Core Values are:

- Creativity is our Legacy
- Community is our Purpose
- The Collection is our Catalyst
- Diversity, Equity, Accessibility, and Inclusion are our Commitments

Job Summary

Research Assistants are part of a team designing, executing, and reporting on a study about the impact of the Isabella Stewart Gardner Museum's signature program with the Boston Public Schools, Thinking Through Art. This project, called *Thinking Through Art: A Culturally Responsive Approach to Teaching and Learning Study*, aims to determine if this program helps Boston Public Schools (BPS) achieve its strategic goals for more culturally responsive and equitable instruction, and contributes to gains in critical thinking and social emotional learning among students K-12.

The cohort of six Research Assistants are directed by the study's Principal Investigator (PI) and the Lead Research Associate, and work in collaboration with Gardner Museum staff under the direction of the Assistant Director, School and Teaching Programs.

Responsibilities and Duties

A Research Assistant is expected to contribute in many ways to the Impact Study project. Specific duties and responsibilities will be assigned by the Principal Investigator and Research Associate and will vary during different phases of the study implementation. Research Assistant contributions to the team will be drawn from this list of duties and responsibilities:

**Data collection**

- Identify and compile lists of participating schools, teachers and students in accordance with study objectives and parameters
- Virtually or in person, train BPS teachers to collect and record data as appropriate to the specific objectives of the study

- Assist in the development of data collection schedules; contact potential subjects to introduce and explain study objectives and protocol and to arrange data collection, either in person, by telephone, or by Zoom
- Set up, calibrate and maintain audio and video equipment, as specified by the requirements of the study
- Conduct video recording and observations in Boston Public Schools classrooms
- Maintain accurate records of survey and student response administration and video recordings, safeguarding the confidentiality of participants

#### Data entry and cleaning

- Complete data entry across multiple instruments as appropriate to the specific objectives of the study
- Review and edit data to ensure completeness and accuracy of information; follow up with participants to resolve problems or clarify data collected

#### Data analysis and reporting

- Code and verify data in accordance with specified research protocol and coding procedures and enter data into a computer database and/or spreadsheet application for subsequent analysis
- Provide ready access to all data for the Principal Investigator and/or Assistant Director, School and Teacher Programs
- Summarize student responses, surveys, and classroom discussion observations
- Summarize project results; prepare materials for submission to granting agencies and foundations
- Prepare findings for publication and assist in analysis, quality control, or data management
- Contribute to publications and presentations

#### Project Administration

- Attend project meetings, in-person and online
- Perform miscellaneous job-related duties as assigned
- Perform routine clerical duties if essential to the evaluation/research activities

#### Qualifications & Skills

- Some college-level work in social science research, education, art education, and/or art history preferred, graduate students preferred.
- Experience with data management, research methods, technology and/or software preferred. Statistical and visual analysis of data, a plus.
- Linguistic and cultural competency of Research Assistants is essential for collecting the highest quality, most robust data possible. We are particularly interested in candidates who are fluent in one of BPS' official languages: Spanish, Creole (Cape Verdean), Creole (Haitian), Chinese, Vietnamese, Portuguese, & Somali.
- Experience with video recording, a plus.
- Enjoys working as part of a team, sharing knowledge and multiple perspectives.

- Interest in learning about and supporting equitable and inclusive education initiatives, as well as research methods, technology, and software, with strong support from experienced Gardner Museum staff and the Principal Investigator.
- Attention to detail and strong personal initiative, taking responsibility for meeting project deadlines and problem-solving in response to changing and unpredictable conditions.
- Communicate clearly with supervisor, team members, teachers and students.
- Ability to handle and protect confidential and sensitive data with integrity.
- Familiarity with Boston Public Schools, a plus.
- Familiarity with Gardner Museum and Thinking Through Art or Visual Thinking Strategies, a plus.

Duration & Schedule

The *Thinking Through Art* evaluation/research project will be active during the 2021-2022 and 2022-2023 school years, with some summer work, as needed. Research Assistants will be hired for one phase of the study at a time, with option for extension into additional phases.

Phase 1	Instrument development & Pilot testing	February - August, 2022
<b>Phase 2</b>	<b>Data collection and entry</b>	<b>August, 2022 - June, 2023</b>
Phase 3	Data analysis & report preparation	July – September 2023

The total commitment for Phase 2 is 250 hours, spread across ten months. Monthly assignments and schedules will vary according to the needs of the project. Schedules will be established in consultation with Gardner staff, and there are possibilities for flexibility, especially when schedules are agreed on well in advance of the activity. At the least, Research Assistants are expected to attend a monthly team meeting. At the peak of each project phase, a schedule may require 8-12 hours in a week. There will be some weeks with no assignments.

Compensation

The honorarium for this position is \$4,000, all inclusive, for Phase 2: August, 2022 - June, 2023.

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.

To Apply:

Email your resume and a brief cover letter or description of your qualifications and interests to Claire Tratnyek, Lead Research Associate, at [ctratnyek@isgm.org](mailto:ctratnyek@isgm.org). Please put Research Assistant in the subject line of your email.