

# FORT TICONDEROGA AMERICA'S FORT™

## Preparator

### **Primary Purpose of Position:**

Fort Ticonderoga is committed to an authentic and engaging visitor experience in all facets of its public programs and uses its landscape, structures, exhibits, and collections to educate its visitors about the site's remarkable history.

**Fort Ticonderoga's Mission:** Ticonderoga preserves, educates, and provokes active discussion about the past and its importance to present and future generations. We foster an on-going dialogue surrounding citizens, soldiers, and nations through America's military heritage.

**Vision:** We aspire to enrich the human experience and strengthen citizenship by fostering critical thinking, historical literacy, and an appreciation of beauty.

### **Values:**

**Passion** – Passion is at the heart of our organization; we energize, engage and inspire others, building strong positive relationships with everyone we serve.

**Creativity** – We instill innovation and imagination into our work; we proactively seek and respond to opportunity. We are adaptable and resilient in the face of challenges.

**Excellence** – We are driven to be leaders and experts in our respective fields, reflecting the highest level of competence and accuracy as positive contributors to the team.

**Honesty** – We embrace and share the process of inquiry and reflection, creating a sense of trust with our stakeholders.

**Service** – We are committed to being fully available and welcoming to all, serving as responsible and active stewards of our cultural and financial resources.

To achieve these goals, the Preparator performs and/or supervises the installation and de-installation of permanent collections objects and objects on loan for museum exhibitions; plans and executes the fabrication or procurement of cases, mounts, electronic elements, and equipment for installation and de-installation of temporary and permanent museum exhibitions; coordinates the exhibition change schedule; assists with collection storage operations and maintains the objects on exhibit

- Designs and fabricates display materials: pedestals, plinths, temporary walls, mounts, crates, etc. as required in keeping with museum standard best practices/contractual requirements.
- Create project designs, including 3D exhibit elements, interiors, floorplans, elevations, artifact displays, and interactive components
- Repairs exhibit components making parts, painting and applying a variety of finishes, refilling chips or broken pieces with plaster, wood, plastic, or other materials.
- Oversees movement and placement of pedestals and Plexiglas vitrines used in installations, painting of vitrines and cleaning of Plexiglas as needed.
- Work closely with the registrars to oversee the safety and movement of all artwork entering and leaving the facility.
- Works with curator and collections staff to light objects appropriately
- Ensures safe and proper display of all artwork.

- Conduct training of staff members and security guards in the security of all exhibitions.
- Leadership role in the museum's Disaster Preparedness committee, assists in coordination of annual meetings, updates and distributes approved disaster prep plans
- Cleans and/or dusts artworks and exhibit cases in the galleries at least twice per week, or more often if needed.
- Ensures safe, proper and organized temporary storage of all art objects.
- Designs specific packing materials to ensure safe shipment of objects.
- Keeps records for all exhibition cases
- Assists collections department with the transportation of all incoming and outgoing objects as needed.
- Oversees all packing/unpacking of artwork to meet museum best practices. When appropriate, travel with a museum-sponsored traveling exhibition to supervise the packing/unpacking/installation of objects at another institution.
- Works with the communication, education, and curatorial staffs on technical aspects of installations and programs, as needed. Ensures that technical equipment (projectors, cables, computers, displays, etc.) is in good working order.
- Coordinates with all departments to ensure safety of objects during public programs, special events, and facility rentals.
- Assists with object conservation needs when appropriate.
- Trains in the conservation and care for outdoor objects, including cannon and sculptures
- Works with the maintenance department to ensure gallery walls are repaired and painted.
- Assists curator with the production of object labels and gallery and site signage.
- Assists with set up and break-down of art-related events at the Museum.
- Performs miscellaneous job-related duties as assigned.
- Works with collections and curatorial departments to create budgets for exhibition work and object care
- Valid driver's license, can operate a cargo van, pick-up truck, moving truck, or other museum vehicle as needed

### **Knowledge, Skills and Ability**

A commitment to excellence is expected and an outstanding professional demeanor, energy level and work ethic is required. He/she must be able to strategically support Fort Ticonderoga's mission and vision and help lead a positive, high-quality organization.

- Bachelor's degree in related field is desirable
- Two + years' experience in museum preparation; knowledge of standard museum policies and procedures and AAM standards. Knowledge about museum conservation, collections care and management including storage systems, environmental controls and lighting techniques.
- Carpentry skills.
- Knowledge in welding, construction, painting, matting and framing art, mount-making, rigging, mounting signs, and graphics a plus.
- Excellent time management skills.
- Strong interpersonal, diplomatic and negotiating skills.
- Highly self-motivated professional with an ability to work effectively with a variety of personalities and maintain friendly and courteous relationships with staff and all Museum constituents.
- Ability to work a flexible schedule of hours to include some evenings and weekends.
- Work with collections management databases, including PastPerfect, desirable

### **Work Schedule:**

Some overnight travel may be required. The normal working hours for this position will be determined and weekend, evening and holiday work may be required on a scheduled basis.

This position reports to the Director of Collections. This is a full-time, salaried position with a benefits package. Fort Ticonderoga is an Equal Opportunity Employer.

***To apply send letter of interest and resume to Miranda Peters, Director of Collections, Fort Ticonderoga Association at P.O. Box 390, 30 Fort Ti Rd., Ticonderoga, NY 12883, or e-mail [mpeters@fort-ticonderoga.org](mailto:mpeters@fort-ticonderoga.org). If you are invited for an interview, there will be an exhibit design prompt you will be asked to complete. Portfolios are accepted. For more information call 518-585-2821. For additional information on Fort Ticonderoga visit [www.FortTiconderoga.org](http://www.FortTiconderoga.org)***

Current: 6/2018