# Exhibition Interpreter

**PRIMARY PURPOSE OF ORGANIZATION**

Fort Ticonderoga is one of North America's most significant and oldest historic sites. Fort 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.

Fort Ticonderoga is comprised of 2,000 acres and includes the reconstructed Fort, the Carillon Battlefield, the Pavilion and the King's Garden, Mount Defiance, Mount Independence, Native American historic sites and numerous other historic features that span the property's history. The Fort Ticonderoga Museum holds one of the largest and most significant collections of 18th century military material culture in North America. Current staffing includes 27 full-time employees and approximately 80 temporary employees. Fort Ticonderoga annually serves more than 75,000 visitors.

Fort Ticonderoga is a non-profit educational institution and museum open to the public since 1909.

**PRIMARY PURPOSE OF POSITION**

Through our exhibits, Exhibition Interpreters share with our visitors the history of Fort Ticonderoga and its role in the conflicts that shaped North America in the 18th Century. Exhibition Interpreters are responsible for welcoming guests in the exhibition spaces, providing historical background and context, and assisting guests with exhibit, program, and site orientation questions while monitoring the exhibited collections. Exhibition Interpreters on the tour track will additionally deliver scheduled daily tours to museum visitors. All staff working in exhibit galleries must present a cheerful, friendly, and welcoming demeanor for guests. It is essential that they also present an informed and enthusiastic attitude about the many educational opportunities offered at the Fort including daily programs, special events, off-season activities, and the Membership program.

**INTERPRETIVE SKILLS**

- Act and dress professionally
- Provide a welcoming atmosphere in the museum galleries for guests
- Perform regular inspections of exhibits to verify contents of exhibit cases and status of security hardware.
- Be knowledgeable about the current gallery exhibition and able to answer guest questions about the exhibition.
- Deliver information in a safe, careful and precise manner
- Work with guests in the use of materials related to the exhibition including materials geared for family and school groups.
- Assist guests seeking additional information about exhibits or programs.
- Build strong, positive relationships with everyone you serve

- Be fully present, fully aware, and fully available for those you serve
- Tour Track Exhibition Interpreters will deliver daily scheduled tours of the museum's galleries.

**COMMUNICATION SKILLS**

- Welcome guests entering gallery
- Able to talk to an audience of diverse ages and backgrounds
- Clearly communicate with large groups and individuals
- Communicate effectively in verbal and written form
- Present a professional image with regards to Fort Ticonderoga in all media
- Able to communicate culturally or politically sensitive information respectfully and tactfully
- Work with other members of the interpretive staff
- Understand and follow the directions of the Museum Education Coordinator and all supervising staff

**RESEARCH SKILLS**

- Able to read and comprehend both primary and secondary historical sources
- Able to learn and utilize research techniques including transcription and artifact annotation
- Able to apply research skills to public interpretation

**PHYSICAL EFFORT**

- Able to lift twenty-five pounds
- Able to stand and walk for an extended period (up to 4 hours)
- Able to work in varied temperatures including heat and cold
- Manual dexterity appropriate to the interpretive requirements
- Limited amount of bending, squatting, stooping and use of stairs

**SAFETY FOR OTHERS**

- Understand and follow established safety procedures
- Be able to provide basic immediate assistance to guests in the event of injury or other health concern
- Be prepared to assist in the evacuation of buildings in the event of an emergency.

**SCHEDULE**

The normal working hours for this position will be determined with weekend, evening, and holiday work required on a scheduled basis. Fort Ticonderoga is an Equal Opportunity Employer.

***To apply send a letter of interest, resume, three references, and one letter of recommendation to Kaitlin Long, Museum Education Coordinator, Fort Ticonderoga Association at 30 Fort Ti Road, Ticonderoga, NY 12883 or e-mail klong@fort-ticonderoga.org. Faxed applications can be sent to 518-585-2210. For more information call 518-585-6190. For additional information on Fort Ticonderoga visit www.fort-ticonderoga.org.***