



CATALOGER
Collections Department

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. In support of Fort Ticonderoga's commitment to preserve and educate, an Institute of Museum and Library Services: Museums For America (IMLS:MFA)-funded cataloger will inventory Native American collections housed around the museum campus. Participation in community meetings with Native Tribes is expected as museum staff work collaboratively with Tribal representatives to improve documentation across 28,600 Native artifacts and 3,155 NAGPRA belongings. This staff member will work under the direction of the Collections Manager and Registrar/Site Archaeologist to identify, photograph, rehouse if necessary, and catalog thousands of objects in varying conditions from the 18th through 20th centuries. Additionally, the Cataloger must research across a century of institutional data to be able to connect physical artifacts with any associated documentation. To facilitate this, additional digitizing of institutional documents may be required.

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.

Knowledge, Skills, and Qualifications

Applicant must be enthusiastic, energetic, detail-oriented, and have a passion for preservation and community engagement. Candidate must possess a strong ability to multi-task, follow priorities and schedules, and maintain collections organization in a fast-paced environment. Candidate must be able to work in a myriad of different climates and environments where the collections are housed, be a creative problem-solver, and be a team player. Must be able to lift up to 50 pounds. Previous experience working with collections management databases preferred (Fort Ticonderoga currently uses PastPerfect). Applicant will be working with all collections types, including archaeological artifacts. Experience working with Indigenous collections highly desirable.

Candidate should possess an interest or demonstrated background in Indigenous history, American military and social history of the 18th through 20th centuries, and related material culture.

Work Schedule:

The normal working hours for this position will be Monday-Friday. Weekend, evening work may be required on a scheduled basis.

Qualifications:

Candidate must have a Bachelor's degree, or equivalent work experience in an appropriate field of study, along with the ability to collaborate with a team on long and short term goals. Master's Degree desirable.

Fort Ticonderoga is an Equal Opportunity Employer. To apply send letter of interest and resume to Miranda Peters, VP of Collections & Digital Production, Fort Ticonderoga Association at P.O. Box 390, 30 Fort Ti Rd., Ticonderoga, NY 12883 or e-mail mpeters@fort-ticonderoga.org.

Applicants should submit a CV and cover letter. PDF or DOC email file attachments must be labeled with the candidate's last name (example: Peters_cv.pdf, Peters_sample.pdf, Peters_project.doc, etc.).

Applications are due by 11/14/2021. Position start date can be flexible, but anticipated February 2022. This is a full-time, salaried, temporary, one-year position that includes Fort Ticonderoga's benefits package.

For more information, email mpeters@fort-ticonderoga.org . For additional information on Fort Ticonderoga visit www.FortTiconderoga.org

Current: 10/2021