



Project Archivist
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 this commitment to preserve and educate, the NEH SHARP grant-funded Project Archivist will work to catalog, digitize, and make the 18th-century manuscript collection accessible online. The Project Archivist will spearhead preventative maintenance initiatives, schedule and supervise appointments for outside researchers, and work alongside other museum departments to present this distinctive part of our archival collection in engaging and innovative ways.

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.

Duties and Responsibilities

- With guidance from the Conservation Center for Art & Historic Artifacts, Registrar, and Curator, catalog and digitize ~1,097 manuscript materials from the collection
- Implement museum data standards and create data entry guidelines
- Monitor the legal and ethical implications of the museum's archival collection, follow collections policies, and oversee object movement
- Attend weekly team meetings
- Participate in paperwork and correspondence related to the NEH SHARP grant, including: inventories, ordering supplies, creating reports and assessments, and presenting their findings

Knowledge, Skills, and Qualifications

Applicant must be enthusiastic, energetic, detail-oriented, and have a passion for preservation. Candidate must possess a strong ability to multi-task, establish and follow priorities and schedules, and maintain collections organization in a fast-paced environment.

Required:

- MLS/MLIS from an ALA-accredited program or related advanced degree with a concentration in archival studies
- At least 2 years of related work experience in archives, museums, or libraries
- Demonstrate knowledge of digitization workflows and standards; metadata and archival description standards; and intellectual property, copyright, and privacy issues related to digital collections
- Photography/scanning experience of paper-based media
- Experience working with collections databases. Fort Ticonderoga currently uses PastPerfect
- A demonstrated background in museum/archive theory and best practices, object handling, integrating technology and collections, and approaching collections access in dynamic ways
- Candidate should possess an interest or demonstrated background in American military and social history and related material culture, particularly as associated with the 18th through early 20th centuries
- Ability to work independently as well as collaboratively
- Must be able to lift up to 50 pounds
- Experience working in Adobe Suite or other similar graphics software

Work Schedule:

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

To Apply:

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 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 January 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