



## **FELLOWSHIP POSITION DESCRIPTION**

### **Edward W. Pell Graduate Fellowship: Event Management/Marketing Fellowship Posted 5 November 2021**

**Fellowship runs from June 6-August 12, 2022**

Fort Ticonderoga over the years has been home to many reenactments, public, and development events. As of 2021, we have been working to build a separate events program to accommodate private events. Starting in 2022, we will be accepting reservations for weddings, corporate parties, meetings, and other social events.

Historically situated on the south shores of Lake Champlain in between Vermont's Green Mountains and the Adirondacks our 2,000 acres of land are home to several unique venues. The Pavilion, a historic home turned hotel, is now fully restored with a bridal suite wing, dining room, café, and meeting room. The grounds that surround the Pavilion include the beautifully maintained King's Garden, an heirloom apple orchard, and our lakefront. The lakefront is home to our Carillon boat and a boathouse that houses our replica bateau-building program. Buried underneath the Fort we have the Mars Education Center Great Room, which is excellent for dimly lit receptions and conferences. Finally, we have Mount Defiance with a casual overlook of everything below.

The Edward W. Pell Event Fellow will:

- Attend vendor and client site visits
- Greet vendors and help as needed with event setup
- Work with Event Coordinator to carry out Event Orders and Timelines on the day of the event
- Develop a social media plan
- Create and publish social media content
- Assist with development (fundraising) events as needed

A keen attention to detail, ability to perform under pressure, and strong work ethic are desirable traits in a candidate. Candidates should be studying event management, marketing, or a similar field of study. In addition, they must be willing to work a non-traditional schedule including nights and weekends as needed for events. Workweek will not exceed 40 hours.

Knowledge of social media marketing and social media best practices is a big plus.

Interested candidates should submit a resume, cover letter, and any applicable portfolio material for consideration.

*Applicants must submit a CV, cover letter, and any applicable portfolio material for consideration.*

*Applications should be submitted to Rich Strum, Director of Academic Programs, at [rstrum@fort-ticonderoga.org](mailto:rstrum@fort-ticonderoga.org) no later than January 17, 2022.*