



REGISTRAR

Collections Department

Fort Ticonderoga is a non-profit educational organization, museum, historic site, center of education, and major cultural destination. We are committed to an authentic and engaging visitor experience in all facets of our public engagement and programs and uses of our landscape, structures, exhibits, and collections to educate its 70,000 annual visitors about our site's history and nation'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.

Fort Ticonderoga's Mission:

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

Duties and Responsibilities:

In support of the mission, the Registrar will work with the Collections Manager in the registration and movement of Fort Ticonderoga's collections, maintain the collections database, conduct collections inventories, facilitate collections access, and help manage collections storage and exhibition areas. The Registrar will facilitate incoming and outgoing loan agreements, including paperwork, packing, and couriering. They will assist in processing new acquisitions, cataloging and digitizing Fort Ticonderoga's collections, and execute rights and reproduction requests. The Registrar will oversee the integrated pest management program and participate in emergency preparedness plans. In addition to collections registration, they will also work with the Collections and Curatorial teams to plan and prepare for the installation and deinstallation of exhibits. The Registrar will assist in the training and supervision of new and temporary staff.

The Registrar will also assist in Fort Ticonderoga's curatorial, education, interpretation, horticulture, guest service, and retail, marketing, and development programs as needed. Additionally, they will participate in short and long-term departmental and institutional planning.

Knowledge, Skills and Ability:

Applicant must be enthusiastic, energetic, 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. Candidate must be able to work in a myriad of different climate and environments where the collections are housed, be a creative problem-solver, and have an optimistic attitude. Must be able to lift 50 pounds. A demonstrated background in museum theory and best practices, object handling, integrating technology and collections, and approaching collections access in dynamic ways

required. Experience working with collections databases, processing digital photographs using Adobe or similar graphics software required; proficiency in PastPerfect desirable.

The Registrar must have excellent communication skills, both oral and written. The candidate will be expected to participate in or oversee paperwork and correspondence, including: inventories, ordering supplies, photo rights and reproduction, creating reports and assessments, and presenting their findings. The candidate must monitor the legal and ethical implications of the museum's collection, follow collection policies, and oversee object movement.

Applicant must have a background of object handling, and will work closely with the museum's Collections and Curatorial departments in the handling of all manner of museum collections including weapons of all types, art, textiles, paper, and archaeological artifacts. Candidate must possess an interest or demonstrated background in American military and social history and related material culture, particularly associated with the 18th through the early 20th centuries.

A Bachelor's degree in museums studies, art history, archaeology, anthropology, or another related field of study with two years professional experience required. A Master's degree or comparable experience preferred.

Work Schedule:

The normal work schedule is Monday through Friday, occasional weekend, evening and holiday work will be required on a scheduled basis.

Salary Range and Benefit Information:

This is a full-time, benefit eligible, position with a salary range of \$42,000 - \$45,000. Fort Ticonderoga offers a generous benefits package including:

- Medical, Dental, Vision, and Life Insurance.
- Employees may enroll in the museum's 401(K) plan
- Combined time off up to 160 hours per year (120 vacation time and 40 sick time).

Fort Ticonderoga is an Equal Opportunity Employer. To apply send cover letter and resume to Tabitha Hubbard, Collections Manager, email collections@fort-ticonderoga.org. Application deadline is February 25, 2024.

About Fort Ticonderoga

Welcoming visitors since 1909, Fort Ticonderoga is a historic site, museum, center of learning and major cultural destination. Fort Ticonderoga engages more than 70,000 visitors each year on site with an economic impact of more than \$12 million annually and offers programs, historic interpretation, boat cruises, tours, demonstrations, and exhibits throughout the year, and is open for daily visitation May through October. Fort Ticonderoga is owned and operated by The Fort Ticonderoga Association, a non-profit educational organization which serves its mission to preserve, educate and provoke an active discussion about the past and its importance to present and future generations. Fort Ticonderoga reaches more than 30 million people through its digital outreach each year through its Center for Digital History and is supported in part through generous donations.

Current: 1/2024