



COLLECTIONS ACCESS TECHNICIAN

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:

The Collections Access Technician will assist 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 maintain collections storage and exhibition areas. The Collections Access Technician is a key member of the department and will work alongside the team on a number of initiatives, including processing new acquisitions, deaccessions, cataloging and digitizing collections, fulfilling rights and reproduction requests. Additionally, the Collections Access Technician will participate in the integrated pest management program, emergency preparedness, and collaborate with the Collections and Curatorial teams on exhibit installation and deinstallation.

Knowledge, Skills, and Abilities:

The ideal candidate will be energetic and passionate about preservation, with the ability to multitask and prioritize in a fast-paced environment. Strong organizational skills, creative problem-solving, and adaptability to varying collection storage environments are essential. A background in object handling and collections management software is required, with proficiency in Adobe software and experience with PastPerfect preferred.

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, history, archaeology, anthropology, or another related field of study with two years professional experience required.

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 \$37,000 - \$40,000 with an opportunity to apply for museum-subsidized housing.

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).

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.

Fort Ticonderoga is an Equal Opportunity Employer. Please send a cover letter and resume to Tabitha Hubbard, Collections Manager, at collections@fort-ticonderoga.org. Applications will be reviewed on a rolling basis.

Current: 9/2024