



FORT  
**TICONDEROGA**  
FELLOWSHIP POSITION DESCRIPTION

Edward W. Pell Graduate Fellowship:

## Archive Fellowship

Fellowship runs from June 9 - August 15, 2025

Applications Due January 20, 2025

Fort Ticonderoga seeks an Archival Fellow to assist with cataloging and documenting the rare book collection. The rare book collection, begun by the museum founders in the early 20th century and expanded by subsequent museum staff, contains about 3,500 books. The books, dating mostly from the 18th through early 20th centuries with several 17th-century volumes, include manuals, theoretical treatises on the art of war, histories, speeches, biographies, historical fiction, travel guides, primary source compilations, and other genres. They cover many aspects of 18th-century history and North American and European military theory and practice.

The 2025 Edward W. Pell Archival Fellow will work with collections staff to **photograph** and **catalog** roughly **150 books**. The records created during this project will be added to the online collections database as a part of our ongoing effort to share and make accessible Ticonderoga's collections. The fellow will also produce content for social media posts as part of the Collections Department's commitment to share the process of documenting, preserving, and making accessible Ticonderoga's collections.

The Edward W. Pell Archival Fellow will:

- Work with the Collections Department to catalog 150 books in the PastPerfect collections management database so they are accessible to staff and researchers
- Work with the Collections Department to take multiple high-quality photographs of each object
- Re-house the collections as needed
- Work on other departmental initiatives as assigned

The Archive fellow must be detail-oriented, highly organized, and able to manage multiple projects simultaneously. A Bachelor's degree in History, Art History, Museum Studies, Library/Information Science, Material Culture, Anthropology, Archaeology, or related field required. A demonstrated experience working with archive, library, or museum collections required. Must have practical knowledge of object handling and research. Previous experience working with collections management databases desired. Attention to detail, neat work, and creative problem-solving skills a must. Demonstrated proficiency in digital photography and Adobe Lightroom Classic experience a plus.

### [APPLICATION FORM HERE](#)

*Applicants must submit a CV/Resume, cover letter, as well as an example of a museum/archive/ library based project (the candidate may interpret this as they choose). Pieces may include photographs of storage mounts, label copy from an exhibition, a cataloging project, a digitization project, a video, or other digital media. Email file attachments must be labeled with the candidate's last name (example: Peters\_cv.pdf, Peters\_project.doc, etc.). Application question should be submitted to Tabitha Hubbard, Collections Manager, at [collections@fort-ticonderoga.org](mailto:collections@fort-ticonderoga.org).*