



## PROJECT ARCHAEOLOGIST I

Dovetail Cultural Resource Group (Dovetail) is a woman-owned cultural resource management firm headquartered in Fredericksburg, Virginia, with an office in Wilmington, Delaware, serving the greater Mid-Atlantic region. Our philosophy is centered on helping clients and agencies achieve their preservation goals while fostering an internal atmosphere of collaboration, sound science, and respectful interactions within our staff.

Dovetail is accepting applications for a full-time Project Archaeologist I, based out of our Fredericksburg, Virginia office; hybrid work options are available but some office time will be required on a regular basis. Primary responsibilities center on the day-to-day management of, and participation in, archaeological projects of all types and sizes. Responsibilities may also extend to writing archaeological project proposals, training of staff, and representation of Dovetail at meetings, conferences, or events. The ideal candidate will be well-organized, with strong communication and technical writing skills. The salary range for this position is \$49,000–\$65,000, and the position is eligible for performance-based bonuses. Benefits include paid vacation, sick leave, and holidays; medical and dental insurance; 401k plan with matching; and a professional development stipend, among others.

### **Job responsibilities include, but are not limited to:**

- Planning and participating in cultural resource management projects of all sizes, including background investigations, all stages of fieldwork, and reporting, all in accordance with project scope, timeline, and budget and in coordination with other Dovetail technical specialists
- Completing cultural resource management reports and other deliverables to company and agency standards, in compliance with applicable laws, regulations, and guidelines
- Coordinating and directing the activities of field crews and other staff assigned to your projects
- Training and mentoring archaeological staff in field and analytical techniques, archaeological theory, project management, and cultural resource laws, as appropriate

### **Minimum qualifications and critical competencies:**

- Graduate degree in anthropology, archaeology, or a closely related field
- At least two years of full-time professional experience or equivalent specialized training in archaeological research, administration, or management
- At least one year of supervised field and analytic experience in the archaeology of eastern North America
- Demonstrated ability to carry research to completion
- In-depth understanding of archaeological field methods for all phases of work, as well as the ability to share this knowledge with less experienced co-workers
- In-depth knowledge of the prehistory and history of one or more states in Dovetail's service area
- Strong writing skills, including the ability to follow Dovetail's grammatical and technical guidelines and produce an accurate, well-organized document
- Thorough understanding of federal and state preservation law, particularly Section 106 of the National Historic Preservation Act
- Strong leadership skills, including a professional demeanor and the ability to manage and motivate staff
- Familiarity with data collection using handheld GPS units; familiarity with total stations, data collectors, GIS software, or similar is a plus
- Ability to work outdoors in hot or cold temperatures, in conditions that may include wind, rain, or snow; dig, kneel, or crouch for extended periods of time; lift at least 40 pounds; walk for long periods through challenging terrain; and maintain adequate fitness to perform field tasks
- Possession of valid U.S. driver's license and ability to travel overnight (up to 50 percent)

Please submit a cover letter, curriculum vitae/resume, salary requirements, and at least three references to Andrew Martin at [amartin@dovetailcrg.com](mailto:amartin@dovetailcrg.com). Any questions may be directed to Mr. Martin by email or at (302) 268-8899.

*Dovetail is an Equal Opportunity Employer.*