

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. We strive to foster an atmosphere of thorough communication and diligent research, empowering staff relationships with each other, our clients, and our preservation partners to best assist our clients in navigating the cultural resource compliance process and achieving their preservation goals.

Dovetail is seeking a full-time Archaeological Collections Coordinator in our Fredericksburg, Virginia office. The primary responsibility of this position is to manage the flow of artifacts through the laboratory process, in coordination with the entire lab team, from post-field check-in to curation. Responsibilities may extend to artifact analysis, data entry, cataloguing, and general lab organization, as assigned. The ideal candidate is very detail oriented and well organized, with strong communication skills. The salary range for this position is \$39,000–\$50,000 per year. Benefits include paid vacation, sick leave, and holidays; group medical and dental insurance; and 401k plan with matching.

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

- Tracking and understanding federal-, state-, and repository-specific curation guidelines
- Planning and preparation of curation packages to meet project scope and applicable guidelines
- Performing a range of lab tasks, including artifact check-in, artifact cleaning and labeling, analysis, cataloguing, data entry, and curation package delivery, in accordance with project scope, timeline, and budget and within the parameters of the company's laboratory and reporting methodologies
- Training and mentoring staff in laboratory techniques and curation procedures, as appropriate
- Coordinating with Laboratory Manager on expenses such as lab supplies and curation fees, as well as tracking federal, state, and local curation fees and maintaining inventory of laboratory supplies
- Coordinating and communicating with clients, landowners, and relevant agency personnel for return of artifacts, under the direction of the Laboratory Manager
- Coordinating with archaeological staff to ensure proper artifact collection processes are followed
- May assist with archaeological fieldwork and/or public outreach if desired and as workloads allow

**Minimum qualifications and critical competencies:**

- Bachelor's degree in archaeology, museum studies, historic preservation, or a closely related field
- At least one year of related experience in a cultural resource management or similar setting
- Possession of a valid U.S. driver's license
- Working knowledge of generally accepted archaeological laboratory methods and procedures, as well as the ability to share this knowledge with less experienced co-workers
- Working knowledge of the material culture of the Mid-Atlantic region
- Attention to detail, including an aptitude for recognizing inconsistencies
- Ability to prioritize tasks and maintain an organized approach to work, with limited supervision
- Accurate, effective, and timely verbal and written communication
- Demonstrated leadership skills, including a professional demeanor, solutions-oriented approach to problem solving, and the ability to motivate staff
- Thorough knowledge of federal (36 CFR 79) and state curation standards and state historic preservation office guidelines throughout Dovetail's service area
- Basic understanding of federal and state preservation law, particularly Section 106 of the National Historic Preservation Act
- Proficiency with Microsoft Office Suite, particularly Access and Excel
- Ability to lift at least 40 pounds, examine small artifacts and other materials up to 8 hours per day, read and/or write small numbers and letters up to 8 hours per day

Please submit a cover letter including availability to start, curriculum vitae/resume, salary requirements, and three references to Lee Priddy at [lpriddy@dovetailcrg.com](mailto:lpriddy@dovetailcrg.com). Any questions may be directed to Ms. Priddy by email or at (540) 899-9170.

*Dovetail is an Equal Opportunity Employer.*