

## ARCHAEOLOGICAL LAB MANAGER

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 seeking an Archaeological Lab Manager based out of our Fredericksburg, Virginia office. The Lab Manager oversees all aspects of work relating to the analysis, interpretation, and curation of archaeological collections, including supervising lab staff; managing schedules and budgets; authoring/editing reports; and communication with Dovetail staff, clients, landowners, and agency personnel, as appropriate. Responsibilities may also extend to writing proposals, training staff, and representation of Dovetail at meetings, conferences, or other events. The ideal candidate must have excellent communication and organizational skills and be detail-oriented. The salary range for this position will be \$48,000 to \$70,000, dependent upon experience, and the position is eligible for annual performance-based bonuses. Benefits include paid vacation, sick leave, and holidays; group medical and dental insurance; 401k plan with matching; and a professional development stipend, among others.

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

- Graduate degree in anthropology, archaeology, museum studies, or a closely related field preferred, though a Bachelor's degree with experience in an equivalent role will be considered
- At least two years of full-time professional experience with a cultural resource management firm, academic institution, historical organization or agency, museum, or other professional institution
- At least one year of full-time, supervisory-level, professional experience in the study of archaeological resources, particularly those of eastern North America
- Demonstrated ability to carry research to completion
- In-depth working knowledge of the material culture of the Mid-Atlantic region, and specialized knowledge of one or more artifact classes and/or time periods relevant to Dovetail's service area including application of that artifact data and analysis to research questions
- Well-versed in standard analysis methods for a variety of artifact types and an in-depth understanding of generally accepted archaeological lab methods and procedures, as well as the ability to share this knowledge with less-experienced co-workers
- Thorough understanding of federal (36 CFR 79) and state curation standards
- Familiarity with alternative lab analysis and preservation methodologies, including x-radiography, electrolysis, and other stabilization methods, and professionals performing these tasks
- Strong writing skills, including the ability to follow Dovetail's grammatical and technical guidelines and produce an accurate, well-organized document
- Familiarity with relational databases, particularly Microsoft Access, and general data organization and quality control principles
- Strong leadership skills, including a professional demeanor and the ability to manage and motivate staff
- Ability to prioritize tasks and maintain an organized approach to work
- Possession of a valid U.S. driver's license

Please submit a cover letter, curriculum vitae/resume, and salary requirements to Andy Martin at [amartin@dovetailcrg.com](mailto:amartin@dovetailcrg.com). Any questions may be directed to Mr. Martin by email or at (540) 899-9170.

*Dovetail is an Equal Opportunity Employer.*