

PROJECT ARCHAEOLOGIST

Dovetail Cultural Resource Group is hiring a full-time Project Archaeologist in our Fredericksburg, Virginia office. Primary responsibilities of this position center on the day-to-day management of, and participation in, archaeological projects of all types and sizes. The ideal candidate should be well-organized, with strong communication skills, and broad experience in all phases of archaeological investigations. Previous experience coordinating projects with clients and agencies is critical. Preference will go to candidates who have experience with East Coast State Historic Preservation Office standards and procedures.

Job responsibilities include, but are not limited to:

- Planning and executing projects, including background investigations, all stages of fieldwork, and reporting, in accordance with project scope, timeline, and budget
- Coordination and communication with clients and relevant agency personnel
- Coordinating and directing the activities of field crews and other staff assigned to your projects
- Coordinating needs and deliverables with the Production Manager, Lab Manager, and others
- Completing cultural resource management reports and other deliverables to company and agency standards, in compliance with applicable laws and regulations
- Training and mentoring archaeological staff in field and analytical techniques, archaeological theory, project management, and cultural resource laws, as appropriate
- Responsibilities may extend to writing proposals and developing budgets

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 two to five years of full-time, supervisory level, professional experience in the study of archaeological resources, including management of crews and budgets
- At least two years of 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
- In-depth knowledge of the prehistory and history of one or more states in Dovetail's service area, preferably one or more mid-Atlantic states
- Thorough understanding of federal and state preservation law, particularly Section 106 of the National Historic Preservation Act
- Proficiency in Microsoft Word, Excel, and Access
- Possession of a valid U.S. driver's license
- 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
- Ability to travel overnight (approximately 25 percent), generally during the workweek though occasional weekend work may be needed

Please submit a cover letter (at a minimum stating why you are interested and how your experience relates to the requirements listed in the job post), curriculum vitae/resume, salary requirements, and at least three references to Nicki Sauvageau at nsauvageau@dovetailcrg.com. We will begin reviewing applications on or after June 7, though the position will remain open until filled. Any questions may be directed to Ms. Sauvageau by email or at (540) 899-9170.