

ARCHAEOLOGICAL PROJECT 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 accepting applications for an Archaeological Project Manager based out of our Fredericksburg, Virginia office; partial remote work or a position based out of our Wilmington, Delaware office may be possible for the right candidate. The primary responsibility of this role is the management of large or otherwise complex cultural resource management projects, including agency and client coordination, project planning, creation and monitoring of budgets and schedules, and ensuring compliance with Dovetail's quality standards. Responsibilities also extend to writing archaeological project proposals, contributing to proposal packages for on call and similar contracts, managing archaeologically-focused on call contracts, and mentoring less experienced staff members. The ideal candidate must be well-organized, with excellent communication skills, and broad experience in all phases of archaeological investigations. The salary range for the position is \$58,000-\$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.

Minimum qualifications and critical competencies:

- Graduate degree in anthropology, archaeology, or a closely related field preferred, though a Bachelor's degree with relevant experience will be considered
- At least two years of experience with agency coordination under Section 106 of the National Historic Preservation Act and/or National Environmental Policy Act
- At least five years of full-time, supervisory level, professional experience in archaeological fieldwork, including management of crews and budgets, at least three years of which should include field and analytic experience in the archaeology of eastern North America
- Working knowledge of the prehistory and history of the general Mid-Atlantic region
- In-depth understanding of all phases of archaeological fieldwork, sufficient to write appropriate project proposals and budgets and to manage complex archaeological projects
- Thorough understanding of the roles and relationships involved in the historic preservation process, our clients' projects, and compliance with applicable cultural resource laws
- Proven ability to perform as a project manager on complex projects, including the use of goal-setting and benchmarks to complete tasks
- Demonstrated aptitude for developing and maintaining positive relationships with co-workers, clients, and agency personnel
- Strong writing and editing skills, including the ability to follow Dovetail's grammatical and technical guidelines to produce an accurate, well-organized document
- Ability to prioritize tasks and maintain an organized approach to work
- While this is an office-based position, occasional travel and/or field visits may be required

Please submit a cover letter, curriculum vitae/resume, and salary requirements to Nicki Sauvageau at nsauvageau@dovetailrg.com. We will begin reviewing applications on October 18, though we will continue to accept applications until the position is filled. Any questions may be directed to Ms. Sauvageau by email or at (540) 899-9170.

Dovetail is an Equal Opportunity Employer.