

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 a full-time Geographic Information Systems (GIS) Specialist. The preferred work location is our Fredericksburg, Virginia office, though a position in our Wilmington, Delaware office or a fully remote position will be considered for the right candidate. The main responsibility of the GIS Specialist is to perform mapping tasks for cultural resource management projects, primarily using ESRI software products, to include developing predictive models, creating field and report maps from data provided by clients and Dovetail field staff, and occasionally assisting with field-based mapping tasks using handheld GPS units and/or total station. The ideal candidate should be detail-oriented and well-organized, with strong communication skills. The salary range for the position is \$45,000-\$58,000, 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.

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

- Create professional maps for reports and other deliverables, in compliance with company processes and standards, as well as project-specific direction from the project manager or client
- Create predictive models for cultural resources utilizing quantitative modeling principles
- Understand and execute the company's field and reporting methodologies, as they pertain to mapping, GPS, and GIS requirements
- Digitize and georeference historic maps
- Create field maps for field crews and project managers, as needed
- Assist with equipment and software maintenance
- Provide technical assistance on GPS units and similar equipment for other staff members
- Perform work in accordance with the timeline or budget given

**Minimum qualifications and critical competencies:**

- Bachelor's degree in anthropology, archaeology, or a closely related field, including coursework in GIS - **OR-** Bachelor's degree in GIS or a closely related field
- At least one year of experience applying GIS principles in a cultural resource management setting
- Proficiency with ArcMap, ArcCatalog, and ArcGIS Pro and related software
- Experience using Trimble GPS units and related software
- Ability to work independently, as well as in a team setting, to accomplish project goals
- Strong cartographic and design skills for creating accurate, meaningful maps and graphics
- Ability to produce professional deliverables in compliance with agency, client, and company standards
- Ability to dig, kneel, and crouch for extended periods of time, lift at least 40 pounds, walk long distances across challenging terrain, and maintain adequate physical fitness to perform field tasks
- Ability to travel overnight occasionally (<10%)
- Possession of a valid U.S. driver's license preferred
- Ability to occasionally perform other technical tasks such as archaeological or architectural fieldwork is a plus

Please submit a cover letter (to include work location preference), curriculum vitae/resume, salary requirements, and at least three references to Nicki Sauvageau at [nsauvageau@dovetailcrg.com](mailto:nsauvageau@dovetailcrg.com). Any questions may be directed to Ms. Sauvageau by email or at (540) 899-9170. *Dovetail is an Equal Opportunity Employer.*