

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 and curation of archaeological collections, including developing, modifying, and implementing lab methods and protocols, as needed; planning and executing laboratory work in accordance with project schedules and budgets; supervising Lab Technicians (one full-time and other temporary as needed); communicating with Dovetail staff, clients, and agency personnel, as appropriate; and authoring lab results sections of reports. Responsibilities may also extend to conducting research, authoring reports, writing proposals, training staff on lab processes and concepts, and representing Dovetail at meetings, conferences, and other events, as appropriate. The ideal candidate must have excellent communication and organizational skills. 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.

Minimum qualifications and critical competencies:

- Graduate degree in anthropology, archaeology, museum studies, or a closely related field preferred, though a Bachelor's degree with relevant experience will be considered
- At least two years of full-time, professional experience directly related to the position
- At least one year of full-time, supervisory level, professional experience in the study of archaeological resources, particularly those of eastern North America
- 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
- Specialized knowledge of one or more artifact classes and/or time periods relevant to Dovetail's service area
- Well-versed in standard analysis methods for a variety of artifact types
- Thorough understanding of federal (36 CFR 79) and state curation standards
- Working knowledge of state historic preservation office guidelines in Dovetail's service area
- 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 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 Nicki Sauvageau at nsauvageau@dovetailcrg.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.