

## ARCHAEOLOGY DIVISION 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 Archaeology Division Manager based out of our Fredericksburg, Virginia office. Approximately half of our 40-member team falls under the archaeology division. The Division Manager job consists of approximately 30 percent staff management and administration (assigning projects and scheduling field crews, timesheet review, approval and/or coordination of training, general quality control, staff performance management, hiring) and 70 percent project-based tasks, to include writing proposals and budgets, writing and/or editing technical reports, managing projects, performing fieldwork, analyzing data, and coordinating with clients, agencies and other Dovetail managers and staff. The ideal candidate must be well-organized, with excellent communication skills, and broad experience in all phases of archaeological investigations. Salary will be commensurate with 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
- Meet the Secretary of the Interior's standards for Archaeology and qualify for or already be a member of the Register of Professional Archaeologists
- At least seven years of full-time, professional experience or equivalent specialized training in archaeological research, administration, or management
- 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
- Demonstrated ability to carry research to completion
- In-depth understanding of archaeological field methods for all phases of work
- Thorough understanding of federal and state preservation law, particularly Section 106 of the National Historic Preservation Act
- Strong leadership and team-building skills, including a professional demeanor, the ability to manage and motivate staff, and the ability to communicate work well with other managers and teams
- 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 (up to 20 percent), generally during the workweek
- Preference will go to candidates with a specialized research skill, such as faunal or osteological analysis, and/or research interests in the history of the Mid-Atlantic, though prehistoric archaeologists are also encouraged to apply

Please submit a cover letter, curriculum vitae/resume, and salary requirements to Nicki Sauvageau at [nsauvageau@dovetailcrg.com](mailto:nsauvageau@dovetailcrg.com). We will begin reviewing applications on or after February 5, 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.*