

HISTORIC ST. MARY'S CITY

POSITION ANNOUNCEMENT

22 September 2022

Archaeological Services Assistant

Historic St. Mary's City (HSMC) is a museum of living history and archaeology located on the site of Maryland's first capital (1634-1695). Decades of research are the foundation of outdoor exhibits constructed on forty acres in a beautiful tidewater landscape. Recreated structures in the historic town center, a Woodland Indian hamlet, a tall ship, and a tobacco plantation staffed by costumed or uniformed interpreters help visitors understand the stories of Maryland's history. Ongoing archaeological excavations continue to reveal new information about life in the past.

HSMC is one of Southern Maryland's leading tourism attractions and hosts an active school tour program. The museum's collections are a resource for professional archaeologists, scholars, and college students. The HSMC colonial archaeology field school, the longest running field school in the nation, attracts students from all over the United States, as well as from other countries. The museum is an independent agency of the State of Maryland, within the Office of the Governor.

JOB SUMMARY

The Archaeological Services Assistant works under the Manager of Archaeological Services towards fulfilling the Historic St. Mary's City Commission's (HSMCC) mission to *preserve and protect the archaeological and historical record of Maryland's first colonial capital and to appropriately develop and use this historic and scenic site for the education, enjoyment, and general benefit of the public*. The Archaeological Services Assistant operates within the Department of Research and Collections, comprised of an active field archaeology program, curatorial research and interpretation, preservation, and management of artifactual, environmental, and archival collections, public educational programs, publications, and exhibits. Under the direction of Manager of Archaeological Services: Assists in oversight of various excavations and construction monitoring duties within the National Historic Landmark; assists in supervision of any project staff, volunteers, and students; assists in managing report writing; provides assistance in record keeping and archival services. This is a temporary full-time (40 hours per week) contractual position and is dependent on Maryland State funding.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- B.A. in Archaeology, Anthropology, History, or related field; M.A. preferred, or equivalent experience.

- Expert knowledge of colonial and precolonial archaeology, architecture, and artifacts; strong familiarity with the colonial history and archaeology of the Mid-Atlantic region.
- Minimum of five years of experience working with precolonial and colonial archaeological materials and sites.
- Supervisory experience on cultural resource management projects preferred.
- Record of assisting in archaeological report writing.
- Experience presenting at professional conferences desired.
- Excellent interpersonal skills and ability to excel in a team-oriented environment.
- Personal desire and ability to engage the public in person and in digital formats.
- Ability to use computers, especially Microsoft Office software including Word, PowerPoint, and Excel. Ability to use Microsoft Access, Adobe Creative Suite (including Photoshop and Illustrator), and ArcGIS desired.
- A willingness to learn and adopt new technological tools to serve the museum's Research and Collections program.

To apply please submit a cover letter, resume, and contact information for three references to:

Porzia Purves, Personnel Ombudsman Historic St. Mary's City
P.O. Box 39
St. Mary's City, MD 20686
Or
porzia.purves@maryland.gov

Applications must be received by October 12, 2022 when the position closes.
Historic St. Mary's City is an equal opportunity employer and encourages applications from all qualified candidates, including minority candidates.