

## Archaeological Technical Analyst Historic St. Mary's City Commission

The **Archaeological Technical Analyst** collaborates with members of the Department of Research and Collections to draft a technical report of excavations conducted by staff of the [Historic St. Mary's City](#) Commission (HSMCC). Reporting directly to the Director of Research and Collections of HSMCC, the role is critical to the Commission fulfilling its legislatively mandated mission to study, preserve, and exhibit the stories of Maryland's past. The Archaeological Technical Analyst will synthesize a large body of legacy data, including field records, laboratory records, and scientific analyses, to draft a report of the mitigation excavations associated with the construction of Historic St. Mary's City's new Visitor Center, the Maryland Heritage Interpretive Center (MHIC). The two-year MHIC archaeological project comprised Phase 3 mitigation of the approximately one-acre site of the MHIC building. This work was a continuation of the larger Anne Arundel Hall project, a nearly decade-long Phase 3 project that mitigated the area of the Anne Arundel Hall academic complex (opened in 2016). We seek an archaeologist with detailed report-writing experience and strong interpersonal communication skills who is accustomed to working to a deadline.

### Why Work Here?

Historic St. Mary's City is located on the St. Mary's River, in a beautiful tidewater landscape of water, rolling hills, farmland, and forest. The 835-acre living history and archaeology museum is on the site of Maryland's first capital (1634-1695). Our team is fortunate to build upon decades of cutting-edge research, with recreated structures in the historic town center, a Woodland Indian hamlet, a tall ship, and a tobacco plantation staffed by costumed or uniformed interpreters who help visitors understand the stories of Maryland's history. Ongoing archaeological excavations continue to reveal new information about life in the past, and a new visitors center, the Maryland Heritage Interpretive Center, will come online in 2026. Since its inception, the department has identified more than 300 archaeological sites within the St. Mary's City National Historic Landmark (NHL) and curates more than 6.5 million artifacts representing millennia of human history.

The museum is one of Southern Maryland's leading tourism attractions and hosts an active school tour program. Its collections are a resource for professional archaeologists, scholars, and college students. The HSMCC Field School in Historical Archaeology, one of the longest running field schools in the nation, attracts students from all over the United States, as well as from other countries. The museum is overseen by the Historic St. Mary's City Commission (HSMCC), which is an independent agency of the State of Maryland, under the Office of the Governor. Although the Commission is state-funded, external grants and philanthropy are increasingly important sources of support for operating and capital funding.

<i>Salary Range:</i>	\$68,000–74,000
<i>FLSA Status:</i>	Non-exempt; One-year contract; Full-time (40 hrs/wk)
<i>Reports to:</i>	Director of Research and Collections

*Working Conditions:* In office, limited travel required

*Benefits:* Subsidized health benefits, limited sick and safe leave

### What We Are Offering

- Work with a passionate, welcoming, energetic, and highly collaborative team.
- Stewardship of world-class archaeological, historical, and living history resources.
- A one-year contract with an annual salary of \$68,000–74,000.
- 40-hour work week with some flexibility in scheduling.
- **Subsidized** Health Benefits to include medical, prescription, dental, and flexible spending accounts.
- Medical plans include EPO, PPO, and IHM options.
- Limited sick and safe leave.

### Duties/Responsibilities

- Work with department staff to collate all field and laboratory records created as part of the MHIC excavations and those from adjacent sites.
- Work with department staff to analyze archaeological features and artifacts recovered during mitigation efforts in the project area.
- Draft technical report of mitigation efforts that summarizes the site history, excavation background, feature and artifact analysis, and future recommendations.
- Collaborate with department staff to develop graphics for the technical report.
- Work with department staff to progress the department's ongoing data digitization efforts, including the integration of digital and paper archaeological data into a GIS environment.
- Assist staff in representing the HSMCC at public events, professional meetings, conferences, and other outreach opportunities as funding allows.

### Qualifications

The Archaeological Technical Analyst must hold a BA (required) or MA (preferred) in archaeology, anthropology, history, or a related field. They must have experience performing complex analysis on both prehistoric and colonial sites or site components. They must also have documented experience leading or contributing significantly to the writing of historical archaeological technical reports.

The preferred candidate will have:

- At least six years of experience (three years of leadership) in cultural resource management, museum archaeology, or a closely related industry.
- Experience in the archaeology of prehistoric and historic sites in the Chesapeake region.
- A record of lead authorship as a historical archaeological technical report writer.

- A record of publication and professional conference participation.

Candidates must have superior analytical and written communication skills, as well as excellent interpersonal skills. Application materials should show experience working well as a member of a team.

This is a full-time position, Monday-Friday, with very occasional evening and weekend availability as required to fulfill responsibilities and related activities. Must be available to work on-site. Occasional travel is required for professional development purposes.

It is unlikely that any one candidate will be perfect for this job, as the skills and experience needed to be successful exist on a spectrum. Frequently cited statistics show that candidates with disabilities, BIPOC candidates, women, and members of marginalized and/or systematically excluded groups apply to jobs only if they meet 100% of the qualifications. It is rare for anyone to meet 100% of the qualifications, so if this position interests you, you have relevant experience, and are confident that you can do the job, please just apply.

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 via e-mail to

[porzia.purves@maryland.gov](mailto:porzia.purves@maryland.gov)

To ensure full consideration, applications should be received by June 5, 2025, but applications will be accepted until the position is filled.

Historic St. Mary's City is an equal opportunity employer and encourages applications from all qualified candidates, including minority candidates.