



THE MONTPELIER FOUNDATION Position Description

Title: Archaeology Technician

Name/Incumbent:

Supervisor: Senior Research Archaeologist

Date: March 2017

FLSA Classification: Exempt Non-exempt

Montpelier Pay Class: Career Full-time Career Part25 Career Part20
 Casual Seasonal

WORK OBJECTIVES

To improve our understanding of the cultural resources of *James Madison's Montpelier* – the home and the plantation – through archaeological excavations and survey, interpret this information to the visiting public on a day-to-day basis, and be an active part of the LEARN Archaeology public archaeology program at Montpelier. The LEARN program is Montpelier's experiential week long programs where participants work side-by-side with staff on a range of programs, metal detector surveys (Locate), unit excavation at sites (Excavate), archaeology lab analysis programs (Analyze), and restoration of landscape features (Reconstruct). Through these programs, a Network of public participants, stakeholders, and staff is developed: staff are a critical element of this program.

DUTIES

- Excavation of archaeological strata and features individually and as part of a team using appropriate tools.
- Rigorous and conscientious recording of archaeological deposits (photography, stratum sheets, drawing, etc.) of excavated strata/features.
- Survey of cultural resources and archaeological materials using a transit/total station, geophysical survey, metal detector survey, or walk over surveys as required.
- Post-excavation processing of archaeological materials (water screening, floating, finds washing, gradient sorting, picking, cataloguing), either as additional time (voluntary), on wet days, and winter season.
- Acting as an instructor of archaeological techniques in the many excavation programs offered by the Montpelier Archaeology Department, including archaeological field schools, internship program, and public archaeology programs.
- Engaging with the public through our LEARN Archaeology Expedition Program, including interacting with visitors at the site and lab, working with volunteers at the site during programs, engaging with Montpelier descendants, stakeholders, and program

- attendees, using social media, and serving as a representative of the Montpelier Foundation.
- Working as part of a larger, mission driven team to carry out all elements of the archaeological process.
 - Other duties as assigned.

QUALIFICATIONS:

- Candidates must have a bachelor's degree (BA, BS) in Anthropology or a related field.
- Successful candidate should also have participated in a recognized archaeological field school.
- 1-3 years of experience excavating in historical archaeology contexts.
- Participation in or enthusiasm for public archaeology required.
- Ability to communicate archaeological techniques to untrained volunteers and students effectively.
- Valid Driver's license. Acceptable current Motor Vehicle Driving Record required.

Physical Demands

I, _____, acknowledge that I have received a copy of the ***Archaeology Technician*** job description, which describes all duties and qualifications necessary to carry out the position.

Montpelier Pay Classes

Career Full-Time Employee: (CFT) Employed to work 35 hours/week on a continuous basis.

Career Part-Time Employee: (CPT20 or CPT25) Employed to work 20 or 25 hours/week on a continuous basis.

Seasonal Employee: Employed to work an average of 35 hours/week for up to 4 months/year.

Casual Employee: Employed to work less than an average of 20 hours/week on a continuous basis.

Federal Labor Standards Act (FLSA) Pay Classes

Non-exempt: Receives over-time pay for hours worked over forty hours in workweek.

Exempt: Does not receive over-time pay for hours worked over 40 hours in workweek*.

*Position must meet legal requirements for over-time exemption.

****Managers must be careful not to schedule non-career status employees for more than 999 hours in a year, as other legally mandated benefits may kick in.**