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**Job Title:** Archaeology Technician

**Department:** Anthropology Department

**Status**: Non-exempt, temporary, part-time

**Supervisor:** Archaeology Division Director

**Position Description**: The Archaeology Technician is a project-specific position responsible for supporting and assisting in archaeological field work, lab work, and research. Duties may include supervised participation as a member of field crews in archaeological survey or excavation, participation in lab management and analysis of archaeological materials, completion of data entry or other data management tasks, or assisting with report production.

**Major Tasks and Responsibilities**:

Field Work

* With supervision, work with MNA staff and volunteer personnel during field projects to locate, define, and assess archaeological sites.
* Complete in-field maps, forms, and photographs of archaeological features and artifacts using current methods, after appropriate training.
* Complete in-field analysis of artifacts, after appropriate training.
* Interact professionally with descendant or stakeholder communities who may visit project areas or participate in field activities.

Office Work

* With supervision, complete post-field data management, including data entry and artifact analysis and curation.
* Assist with production of reports containing text, maps, figures, and tables based on field data, as required for project deliverables.
* Interact in a professional setting with descendant or stakeholder communities to enhance interpretation of cultural sites and resources.
* Act as an enthusiastic advocate and personal representative for the Museum in the community by promoting its resources, programs and services.
* Other duties as assigned.

**Education and Experience Requirements**:

* College-level classes in Anthropology or related field (B.A. degree preferred) and at least 6 month of relevant experience **OR**
* Preference will be given for experience with prehistoric and historic archaeological resources in the American Southwest or Colorado Plateau.

**Abilities, Skills, and Knowledge**:

* Good organizational skills and attention to detail
* Familiarity with standard computer programs (*Microsoft Word and Excel*, etc.)

**Working Conditions**: Work may occur in both office and field settings. Office work will occur under typical indoor conditions, usually between 8am and 5pm on Monday – Friday. Field work may involve 10-hour work days and camping in outdoor conditions with exposure to hot, cold, or inclement weather. Must be able to stand for long periods, walk 5+ miles per day, stoop and bend, lift up to 50 lbs., and handle fragile items or equipment.

**How to apply:** Please submit a cover letter and resume to employment@musnaz.org. Email is the preferred method of application submission. If you have further questions, please contact Jill Thomas at 928-774-5211, ext 203.