



SITE RECORDS MANAGER/ LABORATORY SUPERVISOR

Alpine Archaeological Consultants, Inc. (Alpine) is a small business that engages solely in contracted cultural resource studies throughout the Rocky Mountain West, Great Basin, and Southwestern states. Alpine has an immediate opening for a Site Records Manager/Lab Supervisor. This individual will serve as a supervisor in our records division out of our Montrose, Colorado office.

Responsibilities

The position is a full-time staff position as a supervisor charged with ensuring that the laboratory products (e.g., site forms, photographs, curation materials) are prepared in accordance with company standards of quality. Although supervision of crew members and staff assistants on fluctuating schedules is the intended strategy, this person will complete all tasks when assistance is not available or needed.

Tasks falling under the purview of this position include:

- Reviewing all site forms produced by field crews for completeness.
- Ensuring that all supporting documentation is obtained before submitting to agencies.
- Utilizing ESRI ArcGIS products to obtain geographic information for site forms.
- Reviewing maps, tables, and forms to ensure that all quality standards are being met.
- Processing and printing digital field images and photo-related paperwork.
- Preparing archaeological materials for curation in a manner that meets or exceeds the standards of the curation facility.

Qualifications

Preferred qualifications include a degree in Archaeology/Anthropology, proficiency with Microsoft Access (or similar program) and digital photography, good interpersonal and communication skills, and mastery of working in a Windows-based computer environment. Other skills that will be given serious consideration include experience and/or interest in darkroom/film processing.

Skills needed for this position include:

- Demonstrable experience with relational database applications and basic knowledge of GIS applications.
- Analytical and observational skills that demonstrate an ability to organize, direct, control, and manage a busy laboratory department.
- Ability to work independently in a team environment, while tracking and supervising multiple projects at various levels of completion.
- Adequate flexibility to deal with changing assistants and multi-tasking, but focused enough to check multiple resources for accuracy and completeness.
- Basic knowledge of archaeological practices and artifacts is a must, with preference towards individuals with archaeological experience and/or archaeological laboratory instruction.

Salary and Benefit Package

This position is a full-time staff position, with a probationary period of three months. Salary is dependent on qualifications, but is generally between \$31,000 and \$38,000 per year. Benefits include: paid holidays, health and disability insurance upon hire, paid sick and vacation leave (after probation) and professional development funding at completion of the probationary period, and eligibility for a profit-sharing retirement (401k) plan at the completion of 1 year employment.

Please send a current vita with the names and phone numbers of at least three references. Include a cover letter stating how we may contact you and the dates you are first available. We prefer applications via e-mail (kim_redman@alpinearchaeology.com).

Alpine Archaeological Consultants, Inc. is an equal opportunity employer. Please visit our website: www.alpinearchaeology.com