

## Deputy Director of Research and Collections Historic St. Mary's City Commission

The **Deputy Director of Research and Collections** assists the Director of Research and Collections in overseeing the research, collections, conservation, and archaeological services divisions 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 Deputy Director will work with the Director to manage ongoing research programs, plan and execute new cultural resource mitigation efforts, engage local stakeholders in community-driven projects, design and update exhibits, and represent the museum in public forums. We seek a strategic leader who will foster a spirit of collaboration and innovation, while working closely with senior staff to push the department to new heights.

### 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 2024/2025. 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 historical archaeology field school, 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.

**Salary Range:** \$80,000 - \$100,000  
**FLSA Status:** Exempt; Permanent; Full-time (40 hrs/wk)  
**Reports to:** Director of Research and Collections  
**Working Conditions:** In office, limited travel required

*Benefits:* Full Benefits as a State of Maryland employee, with privileges at St. Mary's College of Maryland

## What We Are Offering

- Work with a passionate, welcoming, energetic, and highly collaborative team.
- Stewardship of world-class archaeological, historical, and living history resources.
- The annual salary for this position is \$80,000-\$100,000.
- 40-hour work week with some flexibility in scheduling.
- Eligibility for Maryland State Employee benefits (details can be found [here](#)).
- Benefits include medical, prescription, dental, term life, and flexible spending accounts.
- Medical plans include EPO, PPO and IHM options.
- A generous leave package includes from 10-25 days of annual (vacation) leave per year, depending upon seniority, as well as six personal days per year.
- In addition, the State offers 11 paid holidays and 15 days of sick leave per year.
- Leave policies also adhere to the Family Medical Leave Act of 1993.
- Eligibility for participation in a contributory defined benefit pension plan.
- Eligible to participate in two supplemental retirement plans: the 457 Deferred Compensation Plan and the 401(k) Savings and Investment Plan.

## Duties/Responsibilities

- Direct the department's ongoing transition into a GIS environment, including formulating recommendations for policies and procedures according to industry best practices, overseeing staff training, and developing public-facing digital products.
- 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.
- Work with Director to establish departmental procedures, priorities, and goals for: stewardship of archaeological resources within the St. Mary's City NHL; management of the field archaeology program; standards and goals for curatorial research and interpretation; management of the growing archaeological collection.
- Work with Director to oversee archaeological efforts that contribute to major capital programs.
- Work with Director to coordinate cultural resource management (CRM)—advising on project structure, budget, staffing, execution, and reporting—within the NHL, including interfacing with external agencies, organizations, and contractors.

- Liaise with Maryland Historical Trust and other relevant agencies to coordinate mitigation strategies, secure archaeological permits, and submit reports.
- Work with Director and department staff to manage museum's archaeological collections and increase the collection's physical and digital accessibility.
- Participate in exhibit design projects, including coordination with community stakeholders, exhibit designers, contractors, and museum staff.
- Lead department staff in completing reports of previous and current archaeological projects.
- Develop professional relationships with colleagues at other institutions to stay abreast of current directions in scholarship to ensure that the Commission's archaeology program is vibrant and nationally recognized.
- Develops a strong public profile for the department by representing the Commission at public events, professional meetings, conferences, and other outreach opportunities as funding allows.
- Serves on appropriate Commission and museum committees.
- Seek, develop, and administer grants.

## Qualifications

The Deputy Director of Research and Collections must hold an MA (required) or PhD (preferred) in archaeology, anthropology, history, or a related field. They must be passionate about the Commission, its history, and its important position in the state and nation in order to deliver a persuasive message about the significance of Maryland's history. This is critical in fulfilling the Commission's legislated mission to the "archaeological and historic investigation and research at Historic St. Mary's City and the development of the site as an educational center for students of all ages."

The preferred candidate will have:

- At least eight years of experience at a university, museum, or archaeological institution, with at least four years in a supervisory role.
- A depth of knowledge about historical archaeology, architecture, and artifacts, with experience in the history of the Chesapeake region preferred.
- At least four years of experience working in a GIS-based environment, with experience creating public-facing digital products preferred.
- A record of publication and professional conference participation.
- A record of successful grant acquisition and management.

Candidates must have superior oral and written communication skills, as well as excellent interpersonal skills. Application materials should show experience building positive team environments both within and between organizations.

This is a full-time position, Monday-Friday, with evening and weekend availability as required to fulfill responsibilities and for 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 September 5, 2024, 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.