Historic St. Mary's City
Job Posting: Archaeological Laboratory Technician, Leonard Calvert House Site

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. The museum 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), 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:	$21.00 Hourly
FLSA Status:	Non - Exempt; Contractual; Full-time (40 hrs/wk)
Reports to:	Curator, Department of Research & Collections
Work Conditions:	Indoor laboratories and collections storage
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.
- 40-hour work week
- **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
The Archaeological Laboratory Technician works under the Curator of Collections towards fulfilling the Historic St. Mary's City Commission's (HSMCC) mission to *preserve and protect the archaeological and historical record of Maryland's first colonial capital and to appropriately develop and use this historic and scenic site for the education, enjoyment, and general benefit of the public*. Archaeological Laboratory Technician operates within the Department of Research and Collections, comprised of an active field archaeology program, curatorial research and interpretation, preservation and management of artefactual and environmental collections, public educational programs, and publications. Under direction of the Curator of Collections: processes and catalogues artifacts related to the Leonard Calvert House Site and nearby archaeological sites; works with project staff, volunteers, and students; conducts

archaeological collections tasks associated with the project. This position pays $21/hour and is full-time (40 hours per week), non-exempt.

Qualifications

- B.A. in Archaeology, Anthropology, History, or related field.
- Completion of an archaeological field school or equivalent experience and coursework in the field or lab.
- Experience cataloguing historical artifacts.
- Experience with colonial and/or precolonial archaeology, architecture, and artifacts. Familiarity with the colonial history and archaeology of the Chesapeake region preferred.
- Excellent interpersonal skills and ability to excel in a team-oriented environment.
- Personal desire and ability to engage the public in person and in digital formats.
- Ability to use computers, experience with relational databases such as Access, Proficio, DAACS, or PastPerfect preferred.
- A willingness to learn and adopt new technological tools to serve the museum's Research and Collections program.

To apply please submit your resume, cover letter, and three references to:
Porzia.Purves@maryland.gov

To ensure full consideration, applications should be received by March 28, 2025.

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.