

**St. Augustine Lighthouse and Museum, Inc. (SAL&M)  
Job Description**

Job Title:	Assistant Archaeological Conservator	Duration:	Temporary Full-Time
Reports To:	Archaeological Conservator, Lighthouse Archaeological Maritime Program & SAL&M CIP Deputy Director		
Department:	Lighthouse Archaeological Maritime Program (LAMP)	FLSA:	Non-Exempt

**Job Summary:**

Primary duty's under the direction of SAL&M is to assist the Archaeological Conservator in the management of an archaeological conservation laboratory. This includes all aspects of treating and processing mainly waterlogged material culture recovered from shipwrecks and other maritime sites. Provide administrative support to assist in SAL&M / LAMP's mission of maritime heritage research and educational outreach. Work to ensure that LAMP office and laboratory runs smoothly for SAL&M Grants.

General duties include, but are not limited to, assisting with the day-to-day operation of LAMP, laboratory and office administration, computer analytical work, equipment maintenance, report writing and production, fieldwork, and public education, behind the scenes tours and outreach activities. Assist other SAL&M / LAMP staff in maintaining laboratory and office professionalism, strong interoffice team work with every department and external communication, and project evaluation.

**Major Responsibilities:**

- Assist in development & management of archaeological conservation laboratory and oversee the artifact treatment, processing, and curation
- Report on progress relative to the developed conservation plan goals and the deadlines
- Supervise students and volunteers and provide training in laboratory procedures and safety protocols
- Learn and perform the Behind the Scene Tour as required, bringing archaeology public to improve our visitor experience
- Assist in the maintenance and administration of SAL&M / LAMP office, laboratory spaces, and other working areas
- Assist in SAL&M / LAMP's ongoing ethnographic, historical, archaeological research programs
- Assist in SAL&M / LAMP's public archaeology programs and help support various outreach events on site and off
- Assist in training SAL&M /LAMP staff and volunteers in conservation methods, interpretation, and ethics
- Effectively use computer programs and empirical research based systems.

- Insure the success of all programs at the Lighthouse and LAMP as a team player and support personnel.
- Other duties as assigned.

Hours:

Flexibility is required: Monday – Sunday, work during the hours of 9am to 6pm adding up to 40 hours per week. Some weekend work is required

Scope:

This is a temporary, fulltime, professional position available only during the period of the grant funding the position. Will be a direct supervisor of students and interns. Works as a member of the archaeological and educational team.

Qualifications:

BA in anthropology, archaeology, or a related field and at least three (3) years relevant experience in archaeological conservation laboratory and underwater archaeological fieldwork settings. MA in anthropology, archaeology, or a related field strongly desired. Must have formal training and experience in the conservation of waterlogged material culture recovered from shipwreck and other maritime archaeological sites. Must be highly organized and a strong communicator. Basic computer skills and experience with word processing, data-base systems management, Past Perfect a plus and analytic archaeological software. Excellent presentation skills. Excellent written and oral communication skills. Outstanding interpersonal and management skills required..

Essential Functions/Physical Requirements:

The duties above indicated the essential functions of the job. Optional flexibilities are required to meet sudden and unpredictable business needs of a modest amount (10-15%) of business travel is required. Must be able to climb the lighthouse tower as required. A moderate amount of heavy lifting is required.

Understand and Support our Mission:

To Discover, Preserve, Present, and Keep Alive the Stories of the Nation's Oldest Port as Symbolized by our Working St. Augustine Lighthouse.