

## **St. Augustine Lighthouse and Maritime Museum, Inc. Job Description**

Job Title:	Seasonal Archaeologist, LAMP Administrative Director & Interpretive Liaison		
Reports To:	Director Archaeology Division & interface Chief Collections & ED		
Department:	Lighthouse Archaeological Maritime Prgm. (LAMP or Maritime Research Division)	FLSA:	Exempt
Budgeted			
Start Date:	Looking to fill the position in July 2022		

### **Job Summary**

The Archaeology Administrative Director organizes plans and directs the daily activities of the St. Augustine Lighthouse Archaeological Maritime Program also known as the Archaeology Division (LAMP). He or she will have administrative and compliance responsibilities for grant writing and reporting, meeting deadlines, developing budgets and other detailed tasks that supports archaeological field and archival work and the sharing of that work with the general public.

He or she shall be the logistical supervisor and act as a backup for the Director of the Archaeology Division. This position reports to the Director Archaeology Division, but will interface with the Chief Curator and Executive Director of the St. Augustine Lighthouse & Maritime Museum directly and independently as needed.

The work is varied, but includes supporting all Museum human resources policies, training, budgets, procedures and OSHA safety and other compliance situations while conducting active archaeological research. Active archaeological research at a mid-sized regional nonprofit includes not only archival and field work but also support for financial sustainability, lifelong learning, providing customer value and sharing your research with the public in a wide variety of ways.

The successful candidate will support the organization's Strategic Plan, fundraising, archaeological research design achievement, public archaeology programs, and shall act as a back-up dive safety officer as needed. He or she shall think strategically and practically and make suggestions for improvements to the program as needed.

S/he is in charge of implementing strategic plans and applied research for completing the successful operation of the Lighthouse Archaeological Maritime Program, Inc (LAMP) as a partner of the St. Augustine Lighthouse & Maritime Museum, Inc. (The Museum including daily operations of on site, in the field, at the field house, and with collections.

## **Duties and Responsibilities**

Duties and responsibilities include the following:

- Building, maintaining and encouraging a productive working relationship with all staff members of the Museum. Encouraging positive morale of all the department personnel, volunteers and stakeholders. Stimulating employees for achieving the desired results via positive methods and attitudes.
- Work closely with Interpretation to share research to specific audiences in a language they can understand, also helping to shape and gather facts and present archaeological and historical stories through exhibits and presentations.
- Addressing deadlines and compliance in contracts, grants reporting, budgeting, calendaring and communication opportunities as part of a normal work week.
- Providing leadership that would encourage employee productivity and also the responsiveness. Stimulating employees, students and volunteers to achieving the desired results via positive methods and attitudes.
- In addition, uses the mission of the organization to help advance preservation of Florida's archaeological resources by raising public awareness through public participation and education.
- Works with the interested public, avocational archaeologists, volunteers, government officials, business leaders, partners, civic groups and others to increase Museum contacts and networks and to educate and inform others about the ethics of archaeology and the significance of the oldest continually occupied European port settlement in the Continental US.
- Helps to develop heritage tourism outcomes and research and publication outcomes that also meet these goals.
- Encourages artifact conservation, study and historic preservation as business practice and public policy.
- Encourages sustainably through the use of proven business methods, programming, grants, sponsorships, donations, and contracts.
- Responsibilities that include planning, assigning and directing the work of interns and field school students, interfacing and collaborating with other departments, using the Strategic Plan to insure alignment with goals.
- Appraising the performance of volunteers or staff under their command, rewarding the best employees and staff and addressing complaints and also resolving the problems.
- Coordinating between collections, conservation, interpretation and front line staff.
- Under the leadership of the director, ensuring quality of work and performance management including staying with the budgets, aligning actions with organizational goals, and communicating needs across the organization.
- Helps meet timelines and compliance requirements.
- Perform Others duties as assigned

## **Skills and Specifications**

Core typical skills and specifications:

- Archaeological or anthropological degree required and advanced degree preferred.
- Administrative experience preferred.
- Great verbal and written communication and skills.
- Knowledge about various business processes and daily office procedures.
- Ability to quickly but carefully adjust priorities for the good of the whole.
- Great team player and the ability to shoulder responsibilities.
- Knowledge about the preparation of various reports.
- Superb coordination skills i.e. adjusting actions as per others' actions.
- Active listening that involves paying full attention to the opinions of others.
- Superb interpersonal skills to push a proposal through.
- Proficiency in computer applications especially MS Office.
- Ability to stand for long periods of time and to lift more than 35 lbs.
- Ability to climb stairs such as in the lighthouse tower 219 steps.
- Ability to operate heavy machinery in and or near the water and to safely operate and work with dive equipment, in an environment with students, and multiple regulatory burdens.
- Perform Others duties as assigned

## **Education and Qualification**

Common educational qualifications required from an associate director are as follows:

MA required in anthropology/archaeology/history, or related field and is working on completing doctorate. Computer skills required include MS Office suite, HYPACK, and SonarPro. Presentation skills and good writing are required as a frequent component of the position. Outstanding interpersonal, management skills and eight (8) years' experience. Must hold or be active at earning a professional maritime licensure (USCG OUPV or greater) and be able to meet minimum requirements for an active AAUS Scientific Diver.

## **Essential Functions/Physical Requirements:**

Physical requirements are those needed aboard a sea-going vessel. Flexibility is required for a modest amount (10-15%) of business travel. Must be able to climb the lighthouse tower and perform tour & site shifts, plus week-end manager as required. A moderate amount of heavy lifting 35 lbs. (15 %-20%) is required.

## **Support the Mission:**

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