

ARCHAEOLOGICAL CURATOR

NATURE OF WORK

This is responsible, professional and technical work in archaeological laboratory and field work for the Department of Anthropology.

Work involves responsibility for performing conservation, field work, cataloguing and recording functions in the Archaeology Laboratory. Work also includes assisting in field work preparations, preparing maps of excavation findings and ensuring that artifacts are stored properly. Supervision may be exercised over contractual employees and student assistants. Work is performed with considerable independence and initiative under the direction of a superior and work is reviewed through consultation and observation of results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Treats materials including metals, stone, ceramics and organic objects according to currently accepted conservation practices.

Performs archaeological field work including excavation and recording; acts as supervisor for field assistants; discusses excavation plan with immediate supervisor.

Catalogues artifacts and other material according to currently accepted standards and techniques; assists in development and modification of cataloguing systems; converts information for data entry and maintains database.

Assists in preparing field work arrangements including transportation, equipment replacement and preparation of sites for excavation; prepares purchase order for equipment purchase; assists in the review of applications for field staff positions and makes recommendations.

Prepares finished maps and plans of excavations suitable for publication; arranges for photography of maps, tables, artifact plates, etc.

Ensures that artifacts in the possession of Memorial University are properly stored and organized; ships and receives artifacts and other material to and from locations where analysis, conservation and storage may take place.

Supervises contractual and volunteer laboratory personnel; assigns work; provides instruction, as required and reviews work upon completion.

Assists faculty members in the selection of artifacts, casts and archaeological assemblages for class displays and course work; provides technical assistance in conservation and laboratory techniques.

Assists in the design and construction of laboratory and excavation mechanical equipment.

Maintains records of equipment and supplies; ensures that appropriate records are maintained of equipment borrowed and that equipment is returned on a timely basis.

May conduct independent survey of archaeological sites including testing of sites and recording of information recovered.

Performs related work as required.

REQUIREMENTS OF WORK

Experience in archaeological laboratory and field work; graduation from an approved college or university with a degree in Archaeology or related field; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Knowledge of the concepts, principles, methods and techniques of cataloguing, describing and arranging artifact materials.

Knowledge of Newfoundland archaeology and literature of this field.

Knowledge of research methods and techniques related to field work.

Knowledge of various conservation methods.

Some knowledge of related equipment maintenance.

Some knowledge of University organization, rules, regulations and procedures.

Ability to maintain and develop an artifact cataloguing system.

Ability to prepare concise maps of artifact findings.

Ability to plan, organize and co-ordinate a staff of contractual employees and student assistants.

Ability to present ideas effectively, both orally and in writing.

Ability to operate boats and motor vehicles.

Ability to establish and maintain effective working relationships with faculty members and staff.

Possession of a valid Province of Newfoundland and Labrador driver's license.

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