



# GRAY & PAPE

## HERITAGE MANAGEMENT

### **POSITION AVAILABLE** **Senior Principal Investigator – Archaeologist** **Richmond, VA**

Gray & Pape, a national and international cultural heritage management firm, is seeking a Senior Principal Investigator (PI) – Archaeology in our Richmond office. This role is full time, regular status, salaried exempt. Expected salary range for this position is \$65,000-\$85,000, depending on experience, qualifications, and education. Gray & Pape offers a hybrid work environment with built in flexibility for days in the office.

#### **Summary of the Role:**

The Senior Principal Investigator-Archaeology is responsible for developing and managing the full spectrum of the firm's project and program related archaeological studies. Studies include, but are not limited to, archaeological, cultural, historical, and environmental research and context development; literature reviews and desktop assessments to support modeling and due diligence objectives; Phase I and II archeological resource identification and assessment; Phase III archaeological treatment plans, data recovery, and mitigation; archaeological, cultural, and historical artifact analysis; preparation of deliverables; and preparation of artifacts and records for curation. The person in this position functions as a project manager with a multi-project portfolio. They are responsible for maintaining strong client and agency relationships, and support marketing and business development.

#### **Key Duties:**

- Responsible for all aspects of project management and administrative responsibilities on multiple projects including personnel assignments, and schedules; client and agency relationships; and consultation support.
- Act as signatory, and where needed, permit holder, on all cultural heritage deliverables by meeting the technical qualifications of the Principal Investigator.
- Prepare project specific research designs, and work- and safety-plans.
- Oversee the successful completion of all phases of archaeological projects - reconnaissance/due diligence studies, Phase I surveys, Phase II testing, and Phase III mitigation.
- Manage project teams consisting of Principal Investigators, Archaeologists, Crew Chiefs, Archaeological Technicians, and other technical specialists and sub-contractors. Train and mentor junior staff.
- Direct the laboratory analysis and curation of archaeological, cultural, and historical artifacts.
- Use National Register of Historic Places Criteria to make justifiable significance evaluations and treatment recommendations related to archaeological resources.
- Participate in marketing and business development, prepare project specific budgets, and technical proposals.
- Develop and participate in public outreach programs to educate the public about the importance of archaeological resources and cultural heritage management, at the project, professional, and community levels.
- Show commitment to promoting equity and inclusion.



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### Minimum Qualifications:

- M.A./M.S. in Anthropology, Archaeology, or closely related field with 7 years CRM supervisory and lead author CRM report preparation experience.
- Qualified to register as an RPA with the Register of Professional Archaeologists.
- Familiarity with field geospatial software such as ESRI ArcMap and Google Earth and technological skills: ESRI Survey 123 and Collector, Microsoft Office, Adobe Acrobat.
- Traditional and digital mapping, including total station and GPS-based mapping skills; photography; survey techniques; and excavation techniques.
- Ability to analyze data using statistical analysis, material culture analysis, and geomorphological analysis.
- Comprehensive understanding of the legal framework of CRM with excellent understanding of National Register of Historic Places Criteria and their application.
- Experience directing project teams and field crews.
- Demonstrable report writing experience with experience preparing deliverables using report templates and style guides.
- Ability to prioritize multiple assignments and tasks concurrently.
- Demonstrated ability to organize and coordinate work within schedule and budget constraints, ability to independently design and complete research, and demonstrated oral and written communication skills.
- Display curiosity and respect for others' perspectives and strengths.
- Must possess a valid driver's license.

### Preferred Qualifications

- Experience with GIS software.

This position requires travel and is project-dependent with an expectation of travel outside the local area and for multiple days. Some projects may require extended travel.

Gray & Pape offers a competitive pay and benefits package, including paid holidays, paid vacation and sick leave, health, dental, vision, and disability insurance, and a 401(k)-retirement plan. A complete job description is available upon request.

If you are interested in joining our team, please submit the following to Charity Touchette, HR Director, at [ctouchette@graypape.com](mailto:ctouchette@graypape.com). No phone calls, please.

- Cover letter detailing expression of interest and the location/office of interest;
- Resume or CV;
- 1 writing sample.

**The position is open until September 10, 2021 and all applicants will be reviewed upon the closing date.** Please visit us at <https://www.graypape.com/our-company/careers/> to learn more.

*Gray & Pape is an Equal Opportunity Employer. We are committed to providing an environment of respect and inclusion where equal employment opportunities are available to all applicants and employees. Applicants and employees will not be discriminated against on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, disability, national origin, protected veteran status, or any other protected status under federal, state or local law. Please contact HR to request an accommodation.*