

Ohio Valley **Archaeology, Inc.**
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Archaeological Field Technician

Position Summary

Rate: \$18-24.32 an hour, commensurate with experience. This is a Non-exempt, temporary (for the duration of the project), part-time opportunity. Candidates who may be eligible for an Exempt, full-time position may be considered.

Archaeological Field Technicians at OVAI support all aspects of cultural resource management (CRM) projects, including fieldwork, artifact processing, research, and technical writing. Technicians conduct field surveys and excavations in compliance with federal and state regulations and contribute to internal operations and report production.

Technicians are expected to follow direction, work safely and accurately, and show a commitment to continuous learning in field methods and documentation standards.

Key Field Responsibilities

- Conduct traditional Phase I/II/III surveys, shovel testing, pedestrian survey, surface collection, unit excavation, trench excavation, and monitoring in compliance with federal and state regulations
- Accurately record field data using GPS, standardized forms, photographs, and feature/profile drawings
- Safely and competently use field equipment and maintain field gear
- Read topographic/aerial maps for site navigation
- Participate in flotation, artifact identification, and on-site analysis as needed
- Support OVAI's archaeological geophysical survey team when called upon

Additional As-Needed Tasks

- Process and analyze artifacts: cleaning, labeling, cataloging, photographing.
- Assist with background research and contribute to records reviews, Phase I, II, and III CRM reports
- Enter field and lab data into internal systems and databases

- Support general office tasks, including data entry, logistics, and documentation formatting

Required Qualifications

- BA/BS in Anthropology, Archaeology, or a closely related field
- Completion of an archaeological field school
- Strong written and verbal communication skills
- Ability to work in all weather conditions, hike long distances, and lift 40–50 lbs of gear
- Valid driver’s license and clean driving record
- Valid passport (or willingness to obtain) for potential international travel and/or access to secure facilities

Preferred Qualifications

- Prior CRM fieldwork experience (especially Phase I–III projects)
- Proficiency with Microsoft Office (Word, Excel); ability to learn additional software tools
- Experience with GPS/GIS (e.g., ESRI Field Maps), CorelDraw, and/or ArcGIS Online
- Knowledge of regional cultural histories and material culture
- Experience with digital photography, flotation, or total station equipment

Interested candidates should send a resume to admin@ovaigroup.com. In addition to sending your resume, please also submit references that can speak to your skills and ability to handle these tasks independently and with confidence.