

# MARIE SELBY BOTANICAL GARDENS



**Position:** Public Archaeologist  
**Reports to:** Vice President for Historic Spanish Point Campus  
**Status:** Exempt

## **POSITION SUMMARY**

The public archaeologist is responsible for the organization, documentation, education, and protection of Selby Gardens' historical archaeological resources.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Responsibilities include, but are not limited to the following:

- Ensure long-term integrity and preservation of the physical collections, associated data, and collection-storage environment
- Manage the archaeology lab and arrange for research space as requested
- Collaborate with government agencies, tribal historic preservation offices, and nearby academic institutions for research and curation of collections
- Process collection loans, exchanges, and gifts; maintain appropriate print and digital records of these transactions
- Develop and provide educational experiences with an archaeological focus for youth and adult groups
- Engage volunteers in various archaeological projects and programs

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree in Archaeology, Anthropology or related field required
- Minimum of three years' prior experience in curation, archaeological research, and education in a research environment preferred

## **QUALIFICATIONS**

- Demonstrated knowledge of preventive conservation practices
- Expert in the use of software programs including Microsoft Office
- Willingness and ability to perform physical work in any weather conditions
- Knowledge of archaeological method, theory, terms, regional culture history, and artifact classifications.
- Working knowledge of state and federal regulations applicable to unmarked burials, collection ownership, and curation standards.
- Effective communication, interpersonal, organizational, and leadership skills as demonstrated by application materials.
- Ability to perform effectively with a variety of individuals and groups in a productive and respectful manner

# MARIE SELBY BOTANICAL GARDENS



## **EXCELLENT INDICATORS OF A SUCCESSFUL SELBY GARDENS TEAM MEMBER INCLUDE:**

- Strong work ethic
- Continuous and eager learner
- Actively lives and communicates the mission of Selby Gardens
- Passion to deliver exceptional service to internal and external customers through attention to detail and innovative methods of saying “thank you”
- Regularly offer innovative approaches to old concepts
- Flexibility and ability to switch gears when needed
- Resourceful, creative, and an initiative taker
- Assumes the best of others
- Approachable, kind, and compassionate
- Genuine authenticity

## **DIVERSITY AND INCLUSION STATEMENT**

Marie Selby Botanical Gardens is committed to fostering, cultivating, and preserving a culture of diversity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only Selby Gardens’ culture, but our reputation as well.

We embrace and encourage our employees’ differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.