



Office Director/Senior Archaeologist – New Mexico

ASM Affiliates (ASM) has an immediate opening for a full-time Office Director/Senior Archaeologist based out of our Albuquerque, New Mexico office. ASM is a Cultural Resource Management (CRM) consulting firm specializing in archaeology, history, and architectural history, with offices throughout the Western U.S. and Hawai'i. The successful candidate will become an integral member of our dedicated team of professionals and work in a collegial and positive environment.

The Office Director/Senior Archaeologist will be responsible for all operational aspects of the office. For all intents and purposes, the Office Director is the manager of their own profit center operating in a manner to ensure office goals are met or exceeded. The Office Director will receive the full support of ASM's Corporate staff and resources and will have the authority and responsibility to manage all administrative, procurement, and project related activities; and: will manage and lead research, fieldwork, laboratory analysis, monitoring, and preparation of technical reports; will be responsible for oversight and quality of all services and deliverables; and will seek opportunities for community involvement activities.

The successful candidate will have a command of federal and state cultural resource laws and regulations, excellent verbal and communication skills, time management, and technical skills. The Office Director/Senior Archaeologist is expected to lead or significantly contribute to business development, marketing, and proposal efforts. Previous experience in New Mexico and the Southwest is preferred, as is prior experience serving as lead author for compliance reports.

Requirements include an M.A. or Ph.D. degree in anthropology, archaeology, historical archaeology, or related field required. Prior Project Manager experience preferred. Minimum of 7 years of supervisory or management experience in CRM. Additionally, the ideal candidate should have experience with business development and staff mentorship, strong technical writing skills, excellent organizational and communication skills and ability to positively interact with clients, previous experience managing budgets, supervising personnel, task management, proposal preparation, and demonstrated leadership skills.

ASM offers a compensation package that includes competitive pay, professional development, a comprehensive benefits package including medical, paid vacation/sick, holiday leave, participation in the Employee Stock Ownership Plan, matching 401k plan, and an incentive bonus plan.

The salary range is \$90,000 to \$110,000 annual. Within the range, the individual pay is determined by the applicant's experience, education, job-related skillset and other factors including projects and location.

Please apply by sending a cover letter, CV/resume, and a writing sample to jobs@asmaffiliates.com with the subject line: Office Director/Senior Archaeologist – New Mexico.

ASM Affiliates is an Equal Opportunity Employer