



**Position Title:** Laboratory Manager  
**Status:** Full-Time; Exempt  
**Reports to:** Executive Vice President of the Research Institute  
**Approved:** 04/26/2023

### **Position Summary**

The Laboratory Manager designs, conducts, and supervises artifact analyses and artifact-based archaeological research; disseminates research results by writing professional reports and papers; supervises lab staff, interns, and volunteers; and ensures the accuracy, consistency, and completeness of data in the research database. In addition, the Laboratory Manager co-develops and contributes to projects and programs that are beneficial to Crow Canyon's Indigenous partners and other stakeholders, incorporating anti-bias and anti-racist pedagogy, building cross-cultural competencies, and forwarding equity and social justice as important elements in developing the Center's mission-related work. These programs will reflect what Crow Canyon has learned from ancestral and contemporary Indigenous people over the last four decades, and how best to support cultural continuity and preservation in the present and future.

### **Education and/or Experience**

Master's degree required in anthropology, archaeology, or museum studies, with a minimum of five years of experience in archaeological lab work, fieldwork, database management, analytical design, and report writing and production. Experience must include analysis of a wide range of artifact types (with an emphasis on pottery and stone artifacts from the northern U.S. Southwest) using current analytical methods and techniques. Must have held a position with supervisory responsibilities for at least two years.

### **Essential Duties and Responsibilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Supervises laboratory staff, interns, and volunteers, assigns work and special projects, monitors workload and productivity, evaluates performance, and promotes staff training and development in accordance with organizational goals
- Conducts standard analyses of pottery, stone artifacts, and other artifacts, as required

- Works with other members of the Archaeology and Research Institute departments to design new artifact analyses, evaluate and modify existing analyses, and maintain analytical consistency in standard artifact analyses
- Teaches artifact analyses to lab staff, interns, volunteers, and program participants
- Writes and/or supervise the production of reports on analytic methods and results in fulfillment of government permit requirements and other legal and professional obligations
- Works with the Executive Vice President of the Research Institute to write grant proposals to fund Archaeology department needs; oversee grant-funded projects, including tracking deliverable products for grants
- Assists the Mission, Research Institute, Communications, Advancement, and Information Services staffs with the Internet publication of electronic reports and databases
- Assists with administration by attending meetings, including board meetings, and serving on committees, as necessary
- Has knowledge and understanding of Indigenous cultures and histories, communities, and contemporary challenges, especially among the Pueblo, Diné, Ute, Jicarilla Apache, and Paiute
- Has experience with anti-bias, anti-racist education
- Has experience in teaching or otherwise engaging with topics such as colonialism, environmental justice, and social injustice
- Demonstrated interest in the diversification and decolonization of the disciplines of anthropology, archaeology, and education
- Ability to mentor and train staff, students, and teachers in socially conscious approaches to program delivery

### **Additional Responsibilities**

- Write and publish professional papers and reports directly related to Crow Canyon's research
- Present papers/posters related to Crow Canyon's research at regional and national conferences and for the public
- Oversee the Collections Manager and the Laboratory Analyst in supervising interns, volunteers, and program participants in performing basic laboratory tasks, including checking in field bags, size-sorting and washing artifacts, processing flotation samples, and cataloging artifacts and samples
- Work with the Collections Manager with entering and editing artifact analyses and data in the research database and ensuring their accuracy and completeness
- Work with the lab staff to ensure the smooth flow of artifacts through all stages of laboratory processing
- Work with the Collections Manager and Laboratory Analyst in teaching lab programs to participants (fourth grade through adult)
- Work with the Laboratory Analyst to develop new artifact analyses
- Work with the Research Database Manager to ensure data are accurate and complete and in alignment with industry standards
- Teach evening programs, as needed

- Work with Communications and Advancement staff on public-audience products
- Assist with development and educational outreach
- Serve as backup for all Archaeology staff and other Mission staff, as needed
- Serve as a moderator during Discover Archaeology webinars and as a scholar on Cultural Explorations programs, as needed

**Knowledge, Skills, and Abilities**

- Knowledge of artifact analyses and artifact-based archaeological research; ability to keep up-to-date on current developments in archaeological research
- Demonstrated ability to manage multiple projects and meet stated deadlines
- Demonstrated success in leading and managing people in a team-based environment
- Ability to produce complex analytical reports
- Ability to use and interpret descriptive and inferential statistics
- Exceptional writing, editing, and proofreading skills
- Exceptional communication skills
- Critical eye for detail and consistency; ability to produce accurate, high-quality work
- Familiarity with Microsoft Office Suite (Microsoft Office Suite, Postgres SQL, and Access)
- Ability to effectively present information in one-on-one and group situations to employees of the organization, program participants, the board, and/or peer professionals
- Strong sense of initiative (self-starter)
- Ability to work with a team

**Physical Demands:**

The employee must be able to:

- Work at a computer for extended periods of time
- Sit and stand for extended periods of time
- Hear and have visual acuity
- Work weekends and irregular or extended work hours as needed
- Be physically fit to complete the essential duties of the job
- Occasionally lift and/or move up to 50 pounds

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

**Required Certificates, Licenses, and/or Registrations**

- Background check upon hire
- Valid driver's license if required to drive
- Must be insurable by Crow Canyon's automobile liability carrier upon hire and while employed in this position if required to drive
- Complete transportation-related training if required to drive
- Current First Aid and CPR certification
- Other trainings as necessary

*Note: This is a general description of the kinds of duties and responsibilities that are performed by employees who have this title. It shall in no way be construed as an all-inclusive determination of the specific duties and responsibilities of any particular position. It is not intended in any way to limit the right of any supervisor to assign, direct, and control the work of employees under their supervision.*