

The New Mexico Department of Cultural Affairs Is seeking an Executive Director for the Office of Archaeological Studies

This position is open until filled.

Please send the following for consideration in PDF format to executive.search@dca.nm.gov

- A one- or two-page letter of intent.
- A resumé including five (5) references with contact information.

The [New Mexico Department of Cultural Affairs](#) (DCA) seeks an exceptional individual to fill the position of Executive Director of the [Office of Archaeological Studies](#) (OAS). The office conducts archaeological research throughout New Mexico with a mission to identify, interpret, and educate about, archaeological and historic sites across the state. A division of DCA, OAS provides public and private clients with archaeological, ethnographic, and historical research services. The office conducts research projects funded by grants and private donations. Finally, OAS presents educational outreach programs for the public on archaeology, history, and the culture of New Mexico.

The Executive Director is an appointee of the Governor of New Mexico, upon the recommendation of the DCA Cabinet Secretary. The position requires a multifaceted administrator and scholar to provide strategic and ethical leadership, direction, fiscal management, and overall supervision. The Executive Director must have the ability to proactively cultivate and maintain positive, productive relationships with Pueblo, Tribal, and traditional descendant communities across the state and throughout the region. Candidates should have the ability to successfully manage staff and volunteers, while collaborating with other DCA divisions, Museum of New Mexico Board of Regents, and [Museum of New Mexico Foundation](#), including the [Friends of Archaeology](#).

The Executive Director is responsible for the sound financial management and stewardship of OAS by obtaining contracts and grants for OAS. The Executive Director must excel at directing staff in completing the work, including designing and directing research, supervising analyses, producing and editing reports and other deliverables, arranging for permanent curation of any associated collections, and directing financial accounts. Within OAS, the Executive Director is the primary contact for Pueblo, Tribal, and traditional descendant communities, the public, clients, donors, personnel, and researchers. The position supervises personnel including recommendations for hiring, performance evaluation, training, work allocation, and problem resolution.

The OAS Executive Director must have a demonstrated knowledge of the laws related to Culture Resource Management work (National Historic Preservation Act of 1966 [NHPA]), Native American Graves Protection and Repatriation Act [NAGPRA], the Archaeological Resources Protection Act of 1979 [ARPA]) as well as related state statutes.

Strong communication skills are required, including oral communication with multiple audiences (public, professional, and academic) and written communication, including the ability to produce technical reports and edit others' work. Excellent interpersonal skills, and supervisory and administrative experience is required. The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required. Physical labor, including pedestrian survey and excavating archaeological sites, may be required. The scope of the position requires occasional evening and weekend work as well as out-of-town travel. Salary is approximately \$100,000, with an attractive benefits package.

OAS Executive Director Recommended Qualifications

1. Bachelor's or higher degree in a discipline related to the function of the division (M.A. or Ph.D. in Anthropology/Archaeology preferred).
2. 10+ years of experience in Southwest archaeology, preferably in New Mexico.
3. 10+ years of supervisory experience.
4. 5+ years of experience working with a variety of cultural stakeholders, including Pueblo, Tribal, and traditional descendant communities.
5. Experience managing a cultural resource management (CRM) facility or office, or a similar operation is required.
6. Experience in building collaborative relationships with descendant communities, including incorporation of traditional knowledge as part of analysis.
7. Within one year of appointment, become permittable as a Principal Investigator on State Land and able to be listed on the Annual Unmarked Burial Permit.
8. Within one year of appointment, become permittable to conduct archaeological investigations in the Downtown, Rivers and Trails, and Suburban Archaeological Districts of the City of Santa Fe.
9. A record of successfully identifying relevant Requests for Proposals (RFPs), developing proposals in response to those RFPs (including writing scopes of work, creating schedules, and preparing budgets), obtaining contracts, and completing the associated fieldwork and reporting is required.

Please contact Jane Egan at 505.469.2417 with questions. **Review of applications will begin on September 15, 2023.**

Qualifications, materials, and the names of individuals submitted under this search are subject to public disclosure under the New Mexico Inspection of Public Records Act.