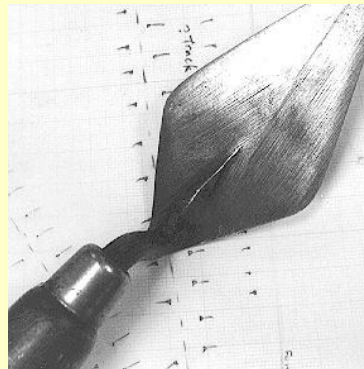


Careers in Archaeology and the Heritage Sector

Level 3: part one

melanie.giles@manchester.ac.uk



Careers

- An undergraduate degree in archaeology and its related subjects distinguishes you from other graduates:
 - Mix of humanities and sciences
 - Literacy and numerate skills (data analysis and interpretation)
 - Group-work: in the classroom, lab and field!
- The degree can lead to:
 - A career in Archaeology or the Heritage Sector
 - A career in many other areas (management, business, health sciences, social care and welfare, travel and leisure)
 - A postgraduate qualification for vocational work (MA/MSc e.g. Museums and Art Galleries, Archaeological Field Practice) or further research
- Your AA can act as a Referee as well as helping you compose your CV

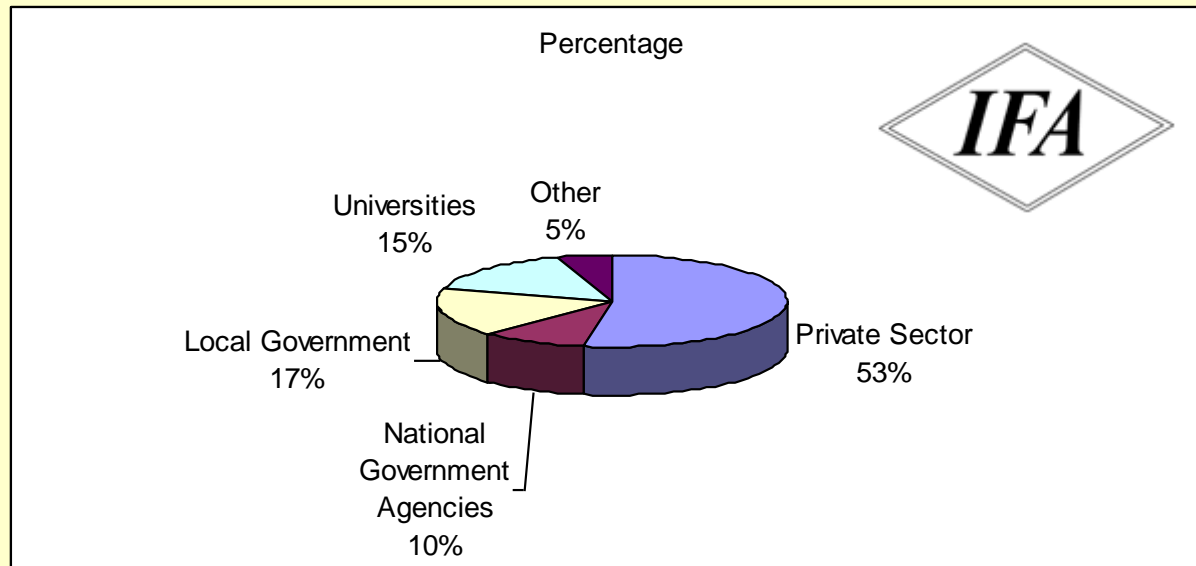


What can I do as an archaeologist?

- **Private Sector: Commercial Archaeology**
 - Units: Field Assistant, Supervisor, Project Manager, Specialist (eg Survey/Post-ex)
 - Independent contractor: Buildings or Landscape Survey, Finds Analysis, Graphics/Illustrations, Environmental Analysis
- **Public Sector:**
 - National Gov. Agencies (English Heritage, Historic Scotland, CADW, NIEA)
 - Local Government: County and Planning Archaeologists (eg GMAU – responsibility for HER), Historic Landscape Characterisation
 - Community Archaeology

Profiling the Profession 2007/2008

- A study undertaken by the Institute for Archaeologists indicates that in 2007, an estimated 6865 people worked in British Archaeology



Private Sector

- Commercial Archaeological Units, funded through the 'developer pays' principle of PPS 5, linked to the planning process
- May also include some community, government or research funded work

Commercial Unit Structures

- Field Assistant (often temporary/rolling contract)
- Project Supervisor
- Project Officer
- Project Manager
- Directors
- Post-ex/Finds/Survey/Environmental



At an experienced level, independent Archaeological Consultants act as advisors to developers

Career paths in the private sector

Advantages

- Engage with archaeology all the time
- Amass rich local knowledge
- Individual responsibility
- Working outdoors/indoors
- Opportunities to work with the local public/outreach activities
- Finding things!

Disadvantages

- Hard, physical work in all weathers and conditions (NB knees!)
- Pressures in the field: time, developer's schedule, public interest/protest
- Flexibility required (working away from home, long hours)
- Pay: (IfA advised min. £14, 197 pa for basic Field Assistant)
- Job insecurity at lowest levels (ie rolling contracts)

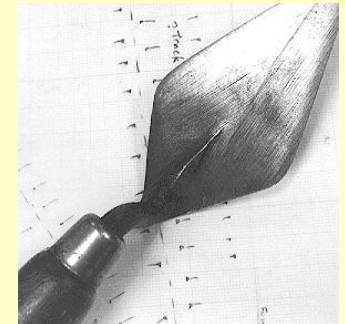
You never know what you'll find... a Viking massacre?



Weymouth Ridgeway – © Oxford Archaeology

How do I get work as a field assistant?

- Dig as much as possible – take the initiative and become familiar with context sheets, section drawing and planning
- Try to get a role as an assistant/supervisor on a research or community dig
- Contact units: send CV, follow-up with a phone call, phone back regularly – be persistent!
- Be prepared to volunteer for a while, to make contacts and impress people with your standard of work
- Join relevant organisations: Institute for Archaeologists, CBA, EH, and period-specific groups e.g. PCRG
- Gain vocational training (IfA Workplace Bursaries)
- Look for vacancies: BAJR (British Archaeological Jobs Resource), IfA Jobs Bulletin, and use local contacts



<http://www.bajr.org/>

<http://www.archaeologists.net/>

More specialist career pathways

- Post-excavation manager
- Survey (geophysics, landscape, buildings)
- Environmental Analysis
- Desk-based Assessments/Environmental Impact Assessments
- Graphics/Illustrations
- Databases and digital information
- Finds Specialists (lithics, ceramics, animal or human remains)



Any specialism requires postgraduate and/or placement training e.g. MA or MSc

Careers in Local Government

Roles and responsibilities:

- **County and Planning Archaeologists**
 - Advise Planning Process of conditions to be placed upon future development
 - Advise Local Government on infrastructural development
- **Historic Environment Records Officers**
 - Keep records up-to-date
 - Facilitate access to and use of records
- **Historic Landscape Characterisation Projects**
 - Analyse HLC and characterise using GIS/Databases
- **Community Archaeology Officers**
 - Co-ordinate Heritage-related initiatives
 - Conduct outreach activities



How do I get work in local government?

- Volunteer (update databases, utilise GIS, help collate research materials etc)
- Make the most of assessment opportunities to use HER resources and become familiar with key legislation and codes of practice (eg DBA, Dissertation)
- A relevant MA may be required
- Join relevant organisations
- Seek vocational training (IfA workshops, short training courses, placements)
- Look for vacancies in BAJR/IfA Jobs Bulletin

National Government Agencies

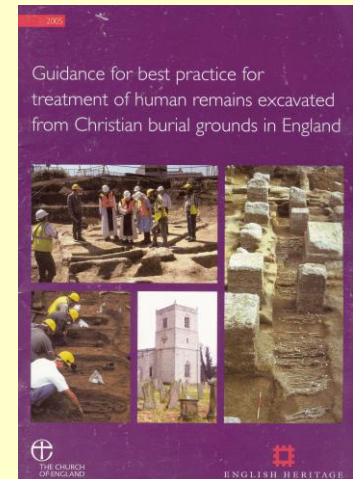
Roles and responsibilities

- Advisors to the Government and policy co-ordinators
- Curators of Archaeological Resources (eg National Monument Records, Aerial Archaeology Records)
- Care and inspection of sites (eg SAMs)
- Setting of Guidelines and Standards of practice
- Liaise with other institutional bodies (eg CoE)
- Specialist resources: landscape and buildings survey, environmental officers, animal and human remains
- Grant funding for projects (limited!)
- Educational outreach
- Publication



How do I get work with national government agencies?

- Relevant experience in the chosen area is key, alongside strong qualifications
- Ensure you understand key legislation and are aware of current heritage issues
- Undertake placements or voluntary experience to enhance your CV and forge contacts
- Vacancies will be advertised in BAJR/IfA but also on institutional websites



What about a career in academia?

Lecturing at University level:
requirements

- BA, MA, PhD
- Post-doctoral position
- Temporary teaching positions (maternity or research leave cover – may be short-term, and require flexible working practice):
build a teaching portfolio

Structure

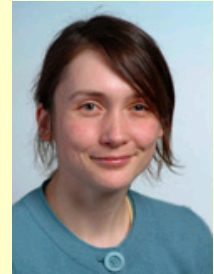
Lecturer, Senior Lecturer, Reader,
Professor



How do I follow a career in academia?

Be realistic... is it for you? (NB long-term commitment)

- UG: obtain a 1st class Hons degree to be able to apply for funding
- Try to distinguish yourself from other candidates by ArcSoc/Peer Mentor roles, original fieldwork, placement activities and prizes/grants
- PG: undertake a specialist MA/MSc (aim for a Distinction)
- PhD: select a strong topic with publication potential – be professional about progress
- Continue to gain relevant skills training and vocational experience whilst also volunteering for teaching & assessment experience (GTA role)
- Attend conferences, give papers and network!
- Aim to publish as soon as possible (but aim for quality papers)
- Training courses (eg HEA, H&S, First Aid, Driving)



PhD: Cambridge
Work: CAU
Teaching: Bangor



PhD: Sheffield
Work: ARCUS, Oxford
Uni, British School
Rome
Teaching: UCD,
Leicester

Other Archaeological Organisations

Various organisations provide professional guidance, act as data managers and repositories, lobby and advocate groups, offer research expertise, or provide educational or media services e.g.

- ADS (Archaeological Data Services)
- CBA (Council for British Archaeology)
- IfA (Institute for Archaeology)
- Societies e.g. Prehistoric Society
- Trusts e.g. YAT (York Archaeological Trust)
- Heritage Lottery Fund
- Media (BBC, National Geographic eg researchers, reporters)



Museums and Heritage

The Museum and Heritage Industry is diverse:

- Visitor services
- Marketing
- Education and Interpretation
- Outreach
- Curators
- Conservation
- Research/Specialisms



How do I get work in museums?

- Develop your transferable skills (social, numerate, oral, visual)
- Volunteer to gain experience of different areas (front of house, archival, galleries display, outreach, conservation): contact kate.clancy@manchester.ac.uk for the Manchester Museum
- Dissertation topic – use to investigate key interests and important issues
- Make sure you are aware of relevant legislation and institutional codes of practice, as well as key issues
- Undertake a relevant MA/MSc
- Use institutional websites as well as BAJR/IfA

The impact of the recession and job cuts

- Oct 2008-April 2009: 10% reduction in archaeological workforce (1 in 6 jobs in commercial archaeology)
- Public sector jobs and Heritage funding, as well as Academia now also seriously under threat due to cuts

But opportunities may be created through introduction of new Planning legislation: PPS5 – evaluation of archaeological significance may precede any development

Important implications: some infrastructure development is protected (e.g. South/South-east)

Ability to research archaeological presence/absence (archival, documentary, map and survey skills) = vital

How to make yourself more employable *right now!*

- Focus your academic efforts and seek to improve your degree performance
- Join societies, enter competitions for prizes and grants (prestige)
- Attend conferences and seminars
- Volunteer for as much vocational experience as possible
- Try to gain a position of responsibility (eg finds assistant, site supervisor)
- Develop a CV before graduation, send it to relevant companies and institutions
- Attend Careers Fairs, Employers Events, PG Workshops
- Develop a personal series of contacts: phone people, introduce yourself, be pro-active! Follow-up on opportunities
- Be prepared to move, be flexible



Extra-curricular opportunities e.g. Castell Henllys, Blackden Trust

What do employers want from you?

- Background knowledge
- Willingness to learn and develop
- Ability to take responsibility and take the initiative
- Punctuality, consistency and good presentation (be professional)
- Good general skills (written, oral, graphics, data analysis)
- Detailed care in record keeping e.g. context sheets, plans, archive reports
- Care for your fellow employees (Health & Safety, First Aid, Driving Skills)
- Care for your equipment/kit

Evidence of all of this! (Skills Passport)



Writing a CV

- Basic information: personal details, education (degree, A-levels, GCSEs), work experience and key skills, other qualifications

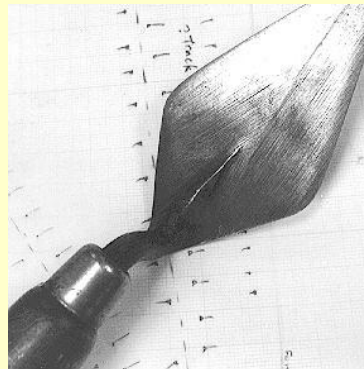
Archaeological CVs

- Include the above but separate out any relevant archaeological or heritage experience and highlight key roles or responsibilities
- Try to vary your experience to show diversity of employment (eg research dig, community project, museum voluntary work, archive placement)
- Indicate the duration of each project (NB 3 months min. experience usually required)

Careers in Archaeology and the Heritage Sector

Level 3: part two

melanie.giles@manchester.ac.uk



Personal testimonies – how did I get a job in archaeology?

- The lecturer
- The local government archaeologist
- The contract archaeologist
- The independent consultant
- The finds specialist

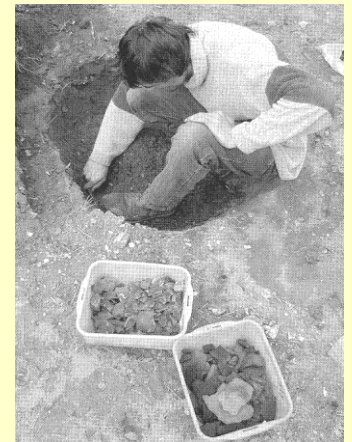


Getting a Job

- Telephone enquiries:
 - Be prepared (job reference number, place where you saw it advertised, closing dates)
 - Research background – what does the position involve?
 - What are the required or desired qualifications/experience (do you satisfy these?)
 - Ask for clarification or additional information where relevant
 - What do you need to submit, when, to whom? (CV, Letter of Application, SAE)
 - When and how will you be notified?
- NB Ring back if unsuccessful and ask for feedback, and check if there are further opportunities available

Getting a Job

- CV
 - No more than 3 pages
 - List relevant qualifications and experience: most recent first
 - Highlight key skills, linked to evidence
 - Ensure key criteria are listed (eg degree)
- Letter of application
 - Brevity, clarity
 - High quality presentation (eg grammar and spelling)
 - Why are *you* the right person for *this* job?
 - Allude to strengths/ambition/new ideas, linked to evidence from previous positions *but create a talking point...* leave things to discuss at interview



Getting a Job

- Interviews
 - Prepare well beforehand:
 - What does this company/organisation/institution do? What are its key principles, its short and long-term goals, its likely future?
 - What does this particular job entail and how do you fit into the larger whole?
 - Who is involved in the interview? What are they likely to ask?
 - Do you satisfy all the key criteria – if not, what do you bring to the company that is just as important (other skills)?
 - Be punctual, polite, well-presented, affable: don't be over-eager, over-anxious or over-ambitious
 - *Listen* and answer the question (take your time)
 - Prepare examples to discuss where you have demonstrated key skills (e.g. time keeping, management, mediation, initiative, creativity, responsibility)
 - Ask intelligent questions! (not just about holiday and other benefits!)

Remember...

- We are here to provide transcripts of results (through Administration), references (normally your AA or Dissertation Supervisor) and CV advice
- Also, use the Careers Service (available for several years after graduation)
- Keep in touch with us... let us know what you are doing!

