

ARCHAEOLOGICAL PROJECT SERVICES



Job Opportunity

Trainee Archaeological Pottery Specialist

Archaeological Project Services, Heckington, Sleaford, Lincolnshire

Duration: 12 month contract, with potential for extension

Salary Range: £15,300 - £16,500 pa, dependent on experience

Applications are invited for 12 month trainee Archaeological Pottery Specialist based at Archaeological Project Services (APS). The post offers a predominately office based role, designed to provide training, support and experience in all aspects of the required procedures and techniques for recording, assessing, analysing and reporting on pottery assemblages. At the end of the placement, the trainee should be well advanced in building a portfolio towards attaining appropriate level recognition with the Chartered Institute for Archaeologists.

The successful applicant will be able to demonstrate some prior relevant experience, coupled with enthusiasm and commitment to learning and developing the key skills required. They will follow a tailored training programme based on established APS procedures and must be comfortable with working alongside an appropriately qualified mentor/s. They should possess a strong desire for long term career development as a Pottery Specialist within the archaeological or wider heritage sector.

To apply, download and complete an application form and send (with the subject line – Ref: APS/004/TPS) to info@apsarchaeology.co.uk

Closing date for applications: Sunday 26 June 2016

Interviews: Likely week commencing Monday 11 July 2016

For further details and an application form, visit www.apsarchaeology.co.uk/careers. For any specific enquiries concerning the role, please contact Alex Beeby on 01529 461618 or by email alex.beeby@apsarchaeology.co.uk

If you have not heard from us within three weeks of the closing date, please assume your application has been unsuccessful.

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Description of Trainee Programme

Job title: Trainee Pottery Specialist

Location: The Old School, Heckington, Sleaford, Lincolnshire

Responsible to: Team Leader (Archaeology)

Contract: 12 months

Job purpose: The successful candidate will develop the basic skills required to record and report on pottery assemblages from archaeological excavations, with an option to specialise in the Roman or medieval period towards the end of the training year.

Key Learning Outcomes:

- Develop confidence in the use and application of ceramic terminology
- Gain a thorough understanding of the recording techniques associated with ceramic assemblages of different periods
- Gain familiarity working with fabric and vessel reference collections
- Gain an understanding of the requirements for completing an appropriate record and report for assessment, interpretation and archive purposes, to current accepted standards
- Have the option (in discussion with our in-house pottery specialist) to focus on developing a period specialism during the last quarter of the placement
- Develop/consolidate his or her understanding of site stratigraphy and on-site recording methods.
- Gain the ability to work safely both on-site and within the office environment and assist in the maintenance of proper standards of work in accordance with current health and safety requirements
- Complete the required records to demonstrate competence to enable application to the Chartered Institute for Archaeologists to receive appropriate membership recognition
- Gain experience of working with and supporting volunteers within the Trust, both in and outside the office.

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Archaeological Pottery Specialist Essential & Desirable Criteria

This information should be read closely alongside details of the post and the trainee programme description.

ESSENTIAL
Be a graduate in archaeology or an allied discipline
Sound knowledge of British archaeology
Have a proven interest in pottery studies and active involvement in this specialism
Have the ability to recognise the main features of pottery vessels
Experience of working with pottery from archaeological archives or museum collections
Be comfortable with working individually and as part of a team
Have excellent written and oral communication skills
Familiarity with Microsoft Word & Excel
Have experience of site excavation and a basic understanding of stratigraphic principles
Have a full clean driver's licence
DESIRABLE
Have a good understanding of post excavation processes including stratigraphic matrices
Archaeological experience at PCIfA level
Have experience of archaeological report writing
Have the ability to use his or her own vehicle for company use
Membership of ClfA
Have familiarity with Microsoft Access

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Heritage Trust of Lincolnshire / Archaeological Project Services Overview

The Heritage Trust of Lincolnshire (HTL) was established in 1991 as an independent charity (registration No. 1001463) and a company limited by guarantee (No. 2554738). Archaeological Project Services (APS) began trading in 1993, operating as the commercial section of HTL. Both divisions of the company are based in Heckington, Lincolnshire.

APS offers a range of services across England and Wales, predominately to the planning and construction sector, including consultation, fieldwork and post-excavation analysis along with offering additional specialist expertise. We also offer advice and support to community and voluntary groups who wish to carry out fieldwork. APS is a 'Registered Organisation' with the Chartered Institute for Archaeologists (CIfA).

HTL covers a broader heritage remit within Lincolnshire including historic site management and interpretation, education and outreach, a range of cultural events as well as operating a highly successful Buildings Preservation Trust. Both APS and HTL staff are engaged in a range of commercial, community outreach and academic projects and also actively provide traineeship opportunities. APS has previously offered posts through CIfA's Workplace Learning Bursaries and the CBA's Community Archaeology Bursaries Project whilst HTL has hosted a number of trainee officer roles through HLF funded projects.

Employee Benefits

- Competitive salaries (CIfA minima for graduate archaeological positions) for a 37 hour week
- 28 days annual leave (including statutory holidays), rising according to length of service
- Opportunities for training and career progression
- CIfA subscriptions fully paid
- Free accommodation and subsistence payments for projects away from base
- Paid travel time and free transport to and from site
- Driver allowance and driver overtime payment
- Full PPE including wet weather gear
- Automatic opt in to the company pension scheme
- Childcare vouchers