Archaeology/Curation Advisor position
Permanent Full-time
Reporting to Consultation Manager
Alderville First Nation

Vacant

FULL-TIME @ 35 HOURS PER WEEK

Normal Work Hours:
Monday – Thursday:
8:15am to 4:30pm
&
Friday:
8:15am to 1:15pm

Salary:
Start Rate - **$25.28 to $29.27 per hour***

*While Alderville First Nation Salary Grid will apply – **start rate will be commensurate with experience.**

Benefits:
- Paid Vacation!
- Paid time off over Holiday Shutdown!
- 14 Statutory Holidays!
- Paid Sick Leave!
- Group Health & Dental Benefits including Long-term Disability (LTD) and Employee Family Assistance Program (EFAP)!
- Pension Plan with Employer Match!

JOB SUMMARY:
The Archaeology/Curation Advisor will provide support to and assist Alderville First Nation's Archaeology Program, providing professional advice and direction regarding artifact curation and care as well as burial site protocol and care for the ancestors.

KEY JOB FUNCTIONS:
- Provide professional archaeological advice to the Archaeological Program.
- Assist with reviews and organize archaeological assessment reports into a resource database.
- Actively seek and source funding opportunities in archaeological curatorship and cultural heritage initiatives that would support collections/artifacts care for Alderville First Nation.
- Research and support Michi Saagiig presence in the archaeological record in Ontario.
- Promote Alderville First Nation's presence and interests in Ontario archaeological collections/artifacts repatriation and curation.
- Create and maintain relationships with archaeologists and museum curators/administrators working on projects in Williams Treaties and Alderville First Nation Territory.
- Support the protection of Alderville First Nation's archaeological heritage and material culture and seek repatriation opportunities.
- Uphold and maintain ethical and cultural treatment of burial sites, archaeological sites, and artifacts.
- Support the Burial Site Investigation process across Alderville First Nation territories.

JOB DUTIES:
Administration:
- Keep current of archaeological research, consultation and engagement standards affecting First Nations.
- Keep current of relevant federal and provincial policy as it relates to archaeology, heritage resources, and collections management.
- Conduct research on projects as needed.
- Assist with training and upgrading opportunities for future Archaeological Liaisons with a focus on artifact collections and care.
- Provide advice to the Archaeological Program Coordinator to evaluate scope of proponent projects, need for archaeological fieldwork and Alderville First Nation representation.
- Attend meetings as deemed necessary by the Consultation Manager.
- Seek funding opportunities to support Alderville First Nation curatorial opportunities.

Artifact Curation

- Documenting incoming artifacts – recording origins, ownership, and chain of custody.
- Cleaning and Stabilizing – using appropriate methods.
- Sorting and Identifying – Sort and identify to determine historical age or function**.**
- Research and label – historical significance, short historical write up on artifact.
- Database Management – Entering detailed descriptive data, measurements, composition, and condition assessments into collection database.
- Environmental Monitoring - Routinely measuring temperature, relative humidity, and light exposure in storage area to prevent deterioration. Ensuring Pest control protocols are being meet.
- Inventory and Space Management – Organizing shelves and cabinets logically so that individual items can be easily located using a location indexing system. Conducting regular physical spot checks and full inventories of the collection.
- Compliance & Collections Care – Legal and Ethical Compliance, deaccessioning following all Federal or Regional Heritage laws.

Fieldwork Assistance

- Review archaeological reports for quality, accuracy, and completeness, and make recommendations.
- Advocate for appropriate artifact care on site, and through to final resting place (storage).
- Conduct site visits as needed to evaluate care of artifacts and burial sites.
- Provide guidance to proponents, and consultants regarding care of collections on site and expected direction, quality of care, and completeness of artifact analysis.
- Provide monitoring expertise for short term projects as needed.
- Support Archaeological Liaisons in the field with artifact care when identified.

Communication

- In collaboration with the Consultation Manager and Archaeological Program Coordinator, determine and/or prioritize where Archaeological Liaisons will attend/participate in archaeological fieldwork on the territory.
- Meet with Direct Manager and Archaeological Program Coordinator, for regular updates.
- Create briefings for Chief & Council, Committees, and community when directed.
- Responsible for maintaining communication with proponents regarding collections.

MINIMUM QUALIFICATIONS:

Minimum schooling:

- Post-secondary degree or diploma in Archaeology, or 3-5 years of archaeological field tech work experience and/or curation of archaeological materials.

Experience:

- 3-5 years of archaeological field tech work experience and/or curation of archaeological materials.
- Experience working with First Nation communities.
- Knowledge of general office practices and procedures.
- Excellent public relation skills, including an appreciation of the need for tact and a positive, cheerful informed approach with the public.
- Strong interpersonal skills.
- High level of organizational skills.
- Excellent computer skills with a proficiency in Microsoft Office and computer programs.

Experience Cont'd:

- Ability to work independently in a team environment.
- Ability to moderate groups and present material in a print and oral format.
- High level of tact and discretion.
- Displays initiative and strong sense of direction.
- Reliable and punctual.

Minimum Requirements:

- Related work: 1-2 years
- Standard First Aid and CPR
- Valid driver's license and $1M liability insurance
- CPIC acceptable to position upon conditional offer

Considered an asset:

- Hold a basic knowledge of the Williams Treaties and Alderville First Nation Traditional Territory and an appreciation for of First Nation culture and traditions.
- Knowledge of cultural resource management in Ontario, policies and procedures.

***** For full job description, contact Human Resources*****

DEADLINE TO APPLY: ***December 4, 2026***

HOW TO APPLY: Applications must include a cover letter, current resume and three work-related references (name, phone #, email address of former Supervisors). Written letters of reference will also be accepted.

HOW TO CONTACT: Human Resources Recruitment
Phone: 905-352-2011 ext. 254
Email: humanresources@alderville.ca

Note:

Consideration will be given to documented past employment performance, attendance and reliability history for applicants currently and previously employed by AFN. *Applicants must meet the minimum qualifications outlined to be considered for an interview.* Only those applicants selected for an interview will be contacted. ***AFN does not utilize AI to screen candidates.***

The AFN is committed to employment equity. All qualified candidates are encouraged to apply, however, qualified candidates who self-identify as members of Alderville First Nation or as "Aboriginal" as defined in the AFN Recruitment Policy, will be given preferential consideration for any position.

The Chief & Council retain the right to make the final decision on the selection of the successful candidate.