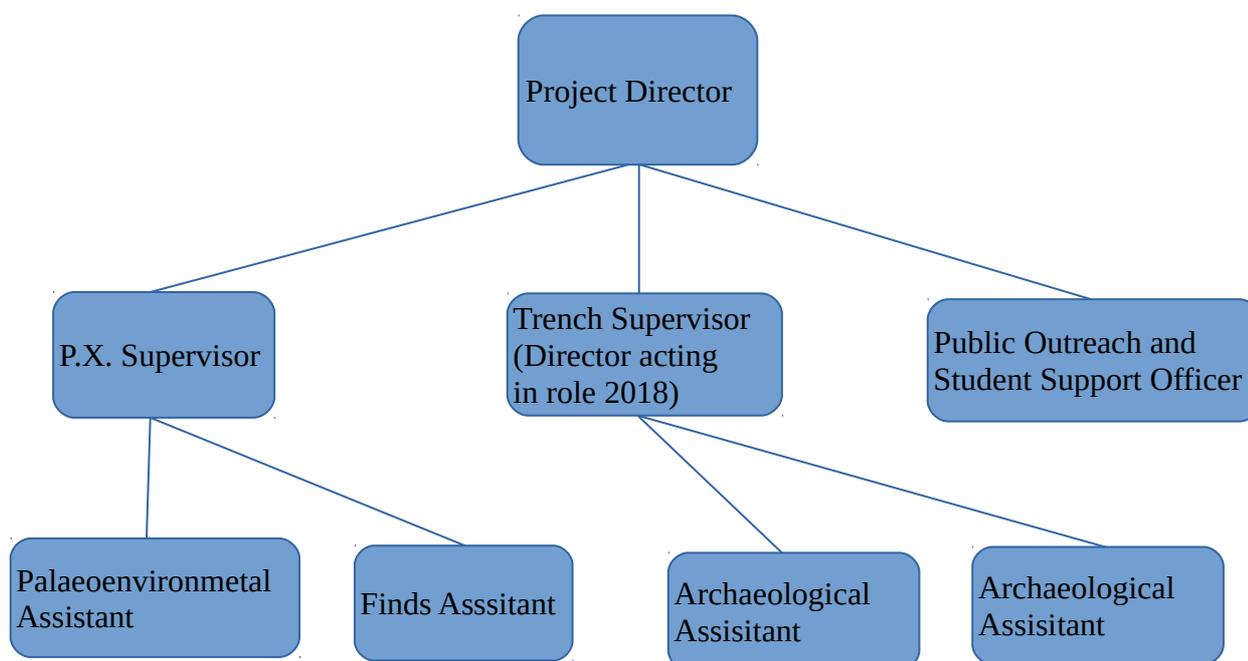


## Staff and roles for the 2018 Field School

The 2018 Bamburgh Castle training excavation will be conducted between June 16<sup>th</sup> and July 21<sup>st</sup> 2018. We are running a more modest field school than in previous seasons and overall staffing levels will reflect this. At present the plans are to undertake a first aid training course during the set-up weekend and also for the staff to review the risk assessments prior to starting work.

Excavation and post-excavation work will be conducted six days a week with a shared day off proposed for Friday. This represents a departure from previous seasons and will allow for a simpler work schedule and we hope a more productive week.

Running the excavation with a modest team requires a great deal of cooperation between the various staff levels but as a general guide the figure below gives a broad impression a basic chain of command for communication.



A separate short project design will be available prior to the season, listing the aims and objectives for 2018.

### **Project Director**

Responsible for the day to day running of the excavation together with budget and management decisions. The role in 2018 will be to:

- Direct excavation within Trench 3 and be the first point of contact for the Archaeological Assistants working within the trench.
- Responsible along with the Archaeological Assistants for the training of students in excavation and recording and the progression of the trench in accordance with the seasons aims as laid out in the Project Design.

- Work with the Post Excavation (P.X.) Supervisor to set post excavation goals for the day/week.
- Work with the Public Outreach and Student Support Officer to set outreach goals for the day/week.
- Official site Safety Officer
- Tracking all spending

### **Post Excavation (P.X.) Supervisor**

Responsible for the day to day running of the finds and archives department and first point of contact for the Palaeoenvironmental Assistant and Finds Assistant.

- Will maintain standard of archive recording and ensure that the material archive is stored in a stable condition.
- Work with the trench staff to ensure that small finds and bulk finds recovered during excavation are properly processed and recorded.
- Organise and maintain the digitising of the site archive.
- Will undertake finds induction for new students
- Work with their two assistants to train students in post-excavation work.
- Write weekly finds updates for the Bamburgh Castle Estate.
- Work with the Outreach Officer to ensure that information concerning finds are passed on through social media.

Candidate should have experience of post-excavation work and of the BRP recording system and post-excavation precedences desirable.

### **Public Outreach and Student Support Officer**

Will work with all staff to ensure that the results of the excavation are properly passed on to the public, both on site and via social media. Day to day activity will involve site tours for the public and organising outreach sessions conducted within the castle. The first point of contact for students on site and for those sharing the camp site with the staff.

- Ensure that at least daily Twitter and Instagram updates.
- Compile regular blog updates.
- Deliver general housekeeping site induction.
- Ensure that any student reports are compiled over an appropriate timescale.
- Organise outreach activities.
- Selling merchandise

Ideally the candidate will have experience of working with the public in an archaeological context and have some appropriate skills in the use of social media. Be comfortable with writing in an accessible rather than an academic style. Additional experience or skill with video editing software would be a bonus, though not required.

## **Palaeoenvironmental Assistant**

- Will be responsible for the on site processing, drying and sorting of the environmental samples. Will teach the basics of this work to students.
- Reports directly to the PX Supervisor.
- Experience with palaeoenvironmental processing and sorting desirable.

## **Finds Assistants**

Deputy to the PX Supervisor

- Work with PX Supervisor and the trench staff to ensure that small finds and bulk finds recovered during excavation are properly processed and recorded.
- Assist with maintenance and digitising of the site archive.
- Assist with the training of students in finds and PX work.

Reports directly to the PX Supervisor.

Experience of post excavation work and the BRP recording system and post-excavation procedures desirable.

## **Archaeological Assistants (x2)**

- Responsible with the Project Director for the training of students in excavation and recording and the progression of the trench in accordance with the seasons aims as laid out in the Project Design.
- Work with the Outreach Officer to ensure that information concerning the excavation is passed on through social media.
- Assist with communicating with the public who visit the excavation.

Experience with archaeological excavation and recording systems essential and the BRP site recording system desirable.