

Association for Washington Archaeology
Request for Proposals
2024 AWA Technician Training Program Coordination Services



Contract Amount: \$2,000

Proposal deadline: 5 PM February 5, 2024

Contact: awafieldtraining@gmail.com

Introduction

The Association for Washington Archaeology (AWA) is seeking a qualified individual to help coordinate the 2024 Technician Training Program. Over the past three summers, AWA professional members, staff from CRM firms, Tribal and Agency staff, and University/College workers teamed up to offer free training and field experiences to people interested in working as archaeological technicians. Conceived as a social justice action working towards removing barriers that limit access to careers in Cultural Resources Management (CRM), the Technician Training Program grew each year and is now too large for the volunteers or the AWA Board to solely manage. The selected individual will work as an independent contractor to support the Program in 2024 by providing services as an AWA Technician Training Program Coordinator.

About the Program

In 2021, the initial Technician Training organizers recognized that many factors combine to limit diversity in the field of archaeology. For example, field experience is a major requirement for people seeking employment in archaeology. Access to field training opportunities is a hurdle for students and early career archaeologists when preparing for a job in the CRM industry and limited access to field schools disparately impacts the economically disadvantaged and people of color. The organizers aimed to provide free flexible field training opportunities that are closer to home to increase field experience accessibility. AWA joined the organizer's efforts the following year and expanded the trainings into the Technician Training Program. AWA understands this Program will not remedy the diversity and inclusivity problems that exist in archaeology today, but it is one step towards increasing equity.

Past trainings in this Program included sessions about historical and pre-contact artifact identification, Pacific Northwest culture history, pedestrian survey, shovel probing, monitoring, test unit excavation, human and faunal bone identification, soils and sediments, and remote sensing, among others. A few of the virtual presentations were recorded and posted in the "[Resources for Technicians](#)" section of the AWA website, for reference. There is room for this Program to grow and expand both physically and virtually, with opportunities for creative management by the contracted Coordinator.

During this Program, professional archaeological volunteers sign-up to lead their preferred in-person or virtual training sessions. The professional archaeologists are responsible for the training content, locations for in-person trainings, virtual training links, providing any required equipment or readings, staffing the training sessions as appropriate, and communicating details to the students and early career archaeologists who sign up to take the trainings. Students and early career archaeologists sign up for whichever sessions they choose to attend, and they are responsible for getting themselves to/from the sessions unless specific assistance or other direction is provided by the professional volunteer. AWA does not provide the trainings directly, nor does AWA endorse, recommend, or assume responsibility for the training content. AWA's role, and the needed services, lie with helping to organize the Program.

Who Can Apply

Students and early career professionals are encouraged to submit proposals, though anyone interested in Washington Archaeology can apply.

AWA will prioritize proposals from students participating in archaeology, anthropology, museology, or other heritage-related topics, classes, or programs at a university, community college, tribal college, or similar institution in Washington

State. AWA will also prioritize proposals from individuals who are considered “early career” or are emerging professionals working in or applying to work in Washington State.

Proposers DO NOT have to be members of the AWA; however, the selected recipient will be encouraged to join the AWA. Free and low-cost memberships to AWA are available for those who need them.

Scope of Technician Training Program Coordination Services

The selected independent contractor will support this volunteer-led Program format by recruiting professional volunteer trainers, organizing the website, advertising the opportunities, managing the sign-up process for trainees, and communicating with participants and volunteers about scheduling and safety. The selected Coordinator will work autonomously and decide how to best communicate with trainees, effectively advertise the program, and implement the registration process. Past Program organizers can provide guidance, support, and mentorship as they help manage and direct the 2024 Program. Although trainings occur all over Washington, the contractor’s work is expected to occur almost entirely virtually from “home” between March 1 and July 31, 2024. They are welcome to participate in any of the training sessions, but participation in the trainings is not required as part of this contract.

Qualifications

The selected Coordinator must be:

- Interested in Washington Archaeology;
- A conscientious self-starter;
- Willing to sign a contract with AWA to complete the agreed upon work and deliverables as an independent contractor;
- Have their own equipment and materials needed to complete the work;
- Able to begin planning with AWA organizers on March 1st, 2023;
- Able to spend 3-5 hours a week with this Program in March and April, 2024;
- Able to attend one event to discuss the Program (in-person or virtually) at the University of Washington on April 4th, 2024.
- Interested in attending the NWAC conference in Portland (March 6-9, 2024) to advertise and recruit for the Program; and,
- Able to spend 1-2 hours a week with this work during the months of May, June, and July.

Proposals should include:

- A 1-2 page resume detailing the proposer’s connection to Washington Archaeology;
- An up to 2 page letter of interest that includes:
 - Why the applicant is interested in the Technician Training Program coordination contract and vision for the work;
 - A statement of availability to support the Program according to the schedule described above and below;
 - A short discussion of their experience with volunteer organizing, websites, recruiting, promoting, logistics management, and/or other skills that would help AWA with directing the Technician Training Program, as described above; and,
 - A brief paragraph describing how they will center equity in their work.
- Three references (non-family) that AWA can contact, if needed.

Submit complete proposals to awafieldtraining@gmail.com by 5PM on February 5th, 2024.

The Contract will be announced on February 19th, 2024.

The selected Coordinator will submit invoices at the ends of March, April, May and July, 2024.

Payment for invoiced services will occur in four distributions, up to \$500 each, at the beginning of April, May, June and August, 2024. The Independent Contractor is responsible for reporting the income on their tax return. AWA will not withhold taxes, social security, or medicare.

**AWA would like to thank [Perteet, Inc.](#) for sponsoring the
2024 AWA Technician Training Program**

AWA has not yet secured funding for the Technician Training Program beyond 2024.

*Please contact assocwasharch@gmail.com if you are a CRM firm leader
and you want to champion future AWA Technician Training Programs.*