



Providing Archaeological &
Cultural Heritage Services

528 Bathurst Street Toronto, ONTARIO M5S 2P9

T 416-966-1069 F 416-966-9723 asiheritage.ca

POSITION AVAILABLE: Cultural Heritage Specialist

Supervisor: Dr. Katherine Hull, Partner and Director, Cultural Heritage Division
Location: Toronto (preferred), or Burlington
Employment Basis: Contract with potential for permanent hire
Compensation: Pay commensurate with experience

About us:

ASI is a Canadian-owned company that was founded in 1980 in response to increasing public awareness of the importance of the province's heritage. With offices in Toronto and Burlington, we are the largest archaeological and cultural heritage consulting firm in Ontario.

Our Cultural Heritage Department is ever growing, and made up of a close knit team from a diverse range of academic and work backgrounds. We shoulder a large volume of complex projects, while also maintaining a healthy work life balance. ASI is a family friendly and inclusive employer; we are open to flexible work environments and schedules.

About you:

ASI is seeking to employ an aspiring professional with a passion for cultural heritage who thrives in a fast paced environment. Our ideal candidate has a demonstrated knowledge and experience in cultural heritage resource management within municipal and provincial planning contexts and in the specific area of built heritage and cultural landscapes.

This is a full-time position that operates Monday to Friday, during regular business hours. Some travel will be required.

Key Responsibilities and Deliverables:

- Contribute, often in collaboration with other Divisions, to on-going planning studies within provincial and/or federal environmental assessments and municipal heritage initiatives.
- Complete proposals for built heritage and cultural landscape assessments.
- Prepare heritage and cultural landscape field reviews and the evaluation of identified cultural heritage resources.
- Prepare heritage assessment reports in accordance with ASI style guidelines for submission to public and private sector clients.
- Provide efficient project management for a variety of project and client types.
- Serve as the primary point of client contact, quality assurance, and client satisfaction on projects for which you serve as manager.

Qualifications:

- Bachelor's degree in a field allied to planning, preservation and understanding of heritage resources.
- Experience or training in cultural heritage or cultural heritage landscapes is preferred
- Familiarity with relevant legislation and policy frameworks such as the *Ontario Heritage Act*, the *Planning Act*, the *Ontario Environmental Assessment Act*, the Provincial Policy Statement, and the Ontario Heritage Bridge Guidelines.
- Proficiency with Microsoft Office suite and some familiarity with Adobe Photoshop and Adobe Illustrator.
- Minimum Class G driver's license; driver's record from MTO and experience letter from insurance company.

How to Apply:

Please forward your CV and a cover letter to Carol Bella, by email cbella@asiheritage.ca

Deadline:

Nov 24, 2017

