

Field Director – Mitigation (Indigenous)

Position Summary:

We are seeking an experienced Field Director to work on primarily Indigenous Mitigation projects this upcoming field season. The position is based out of our Burlington office, and applications are due **March 12th**. You will be:

- Working closely with the Project Manager to accomplish project objectives by planning and organizing project activities, communicating progress and ensuring desired results.
- Acting as the field supervisor/principal investigator responsible for a field crew undertaking archaeological investigations.
- Delivering heritage consulting services to the satisfaction of ASI's clients.
- Continuing professional and personal development as a heritage consultant or contributor.
- Representing the mission, vision, and values of ASI.

General Responsibilities:

- Review background information for projects, including archival research, online research, and historical mapping.
- Direct field projects, and supervise and train field technicians.
- Mentor field technicians to encourage their professional development.
- Develop, share and maintain methodological and analytical competency.
- Oversee and participate in site excavation, artifact recovery, and data recording.
- Provide leadership to field crews by assigning tasks and monitoring the status of those assignments.
- Carry out field-based analytical tasks to meet project requirements.
- Interpret and record results of field investigations through mapping, field notes and photography prepared to ASI standards.
- Deliver complete information to the technical writer.
- Communicate project progress and issues to the Project Manager.
- Properly assemble and submit artifact collections while maintaining their integrity.
- Maintain the vehicle and equipment that you are assigned in good order.
- Represent the company in a professional manner when answering questions that may arise on-site from members of the public or the landowner.
- Liaise with First Nations Monitors.
- Maintain professional and personal development as an archaeologist.

Specific Responsibilities:

- Complete Stage 3 Site-Specific Assessments and Stage 4 Mitigative Excavations using appropriate field techniques and recording methods according to site type and conditions such that all field work meets, at a minimum, the requirements of the current *Standards and Guidelines for Consultant Archaeologists* issued by the MTCS and associated Technical Bulletins.

This list of responsibilities is not all inclusive; other duties may be required.

Required Skills:

- Familiarity with Ontario archaeology and culture history.
- Excellent research, written and verbal communications skills.
- Familiar with digital resources such as historical atlases, soil surveys, municipal heritage sites.
- Proficiency with Microsoft Office and Adobe products (i.e. Word, Illustrator, Photoshop, Acrobat).
- Strong interpersonal and organization skills, especially time management, problem-solving, multi-tasking under deadlines.
- Ability to work in a team environment, problem-solve, and multitask under deadline pressure.
- Flexibility with respect to job requirements, scheduling, and work flow.
- Knowledge of Canadian and international heritage conservation principles and practices required.
- Experience in a small, dynamic business preferred.

Qualifications:

- Bachelors of Arts (BA) or Science (BSc) degree in Archaeology/Anthropology, with minimum of three years' experience, and one year of supervisory management.
- Knowledge of archaeological method and theory.
- Knowledge of Ontario legislation relevant to archaeological assessment and mitigation.
- Applied Researcher or Professional archaeological license issued by the Province of Ontario.
- Thorough knowledge of the current *Standards and Guidelines for Consultant Archaeologists* issued by the MTCS and associated Technical Bulletins.
- A valid driver's license (minimum Class G or equivalent); a driver's record from MTO plus experience letter from insurance company.

Please submit your application to GPugh@asiheritage.ca