



528 Bathurst Street Toronto, ONTARIO M5S 2P9
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POSITION AVAILABLE: CULTURAL HERITAGE SPECIALIST

Area: Environmental Assessments, Planning

Supervisor: Dr. Katherine Hull, Partner and Director, Cultural Heritage Division

Location: ASI's Toronto Office (528 Bathurst Street, Toronto)

Employment Basis: Maternity Cover. Full-time, Monday to Friday, business hours, some travel required.

Compensation: Pay commensurate with experience

The Purpose of the Position:

Archaeological Services Inc. is seeking to employ an aspiring heritage professional who has 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.

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.
- Understand current provincial and relevant federal and international legislation and policy.
- Lead and contribute to study teams.
- 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.
- Supervise Cultural Heritage Assistants and serve as a mentor in their professional development.
- Actively disseminate knowledge in both the private and public realms.
- Serve as leaders in the development of quality-control procedures and best practices in the field of heritage consulting.

Qualifications:

- Bachelor's degree and five years' Canadian heritage work experience, or graduate degree and three years' Canadian heritage work experience. Degree conferred from a Canadian institution in field allied to planning, preservation and understanding of heritage resources.
- Member of the Canadian Association of Heritage Professionals (CAHP), or qualify for such.
- 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.
- Consulting and project management experience with large and small scale planning studies.
- Excellent written and oral communication skills; ability to meet deadlines; effective mediation skills.
- Proficiency with Microsoft Office suite and some familiarity with Adobe Photoshop and Adobe Illustrator.
- Flexibility with respect to job requirements, scheduling, work flow.
- Minimum Class G driver's license; driver's record from MTO and experience letter from insurance company.