



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: Burlington (preferred) or Toronto
Employment Basis: Contract, with possibility 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 established professional with a passion for cultural heritage who thrives in a fast-paced environment. Our ideal candidate has at least five years' experience in cultural heritage management in Ontario, a degree and experience in the field of planning, urban geography, architecture, or related discipline, has demonstrable knowledge and experience in cultural heritage resource management within municipal and provincial planning contexts, is experienced in project management and the business of heritage, is active and engaged in his/her field, and exhibits the highest degree of professionalism. The candidate should excel in shepherding projects through their entire life cycle, from proposal preparation, to collaboration and report, to invoicing. Membership in professional organizations, such as the Canadian Association of Heritage Professionals (CAHP) or the Canadian Institute of Planners (MCIP) is preferred.

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

Key Responsibilities and Deliverables:

- Lead or contribute, often in collaboration with other Divisions, to on-going planning studies within provincial and/or federal environmental assessments and municipal heritage initiatives.
- Research, prepare, and submit proposals for a variety of heritage projects, ranging from heritage evaluations to Heritage Conservation District studies, as part of a team or alone.
- Prepare heritage and cultural landscape field reviews and the evaluation of identified cultural heritage resources ranging from bridges to entire landscapes.
- Provide total project management, including managing client communications, engaging with municipal officials, and organizing and monitoring support staff.

Qualifications:

- Master's Degree (completed or in progress) in a discipline associated with heritage or planning, such as history, geography, architecture, art history, or planning.
- Demonstrable, significant, professional experience in the field of cultural heritage management in the public or private sector.
- Confidence and competence with archival and map-based research.
- Experience with the application of 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.
- Ability to work to task and deadline within both team and solitary contexts.
- Proven record of successful, professional completion of cultural heritage projects and reports.
- Proficiency with Microsoft Office suite. Familiarity with Adobe Photoshop, Adobe Illustrator, InDesign, and/or ArcGIS is also a plus.
- 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: 30 November 2017

