



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 Assistant

Supervisor: Dr. Katherine Hull, Partner and Director, Cultural Heritage Division
Location: Burlington Office
Employment Basis: Contract
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 is seeking to expand their knowledge and gain valuable hands-on 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. The successful applicant can expect some limited weekday evening and weekend hours, as required by individual projects. In addition, travel may 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.
- Prepare heritage and cultural landscape field reviews and contribute to 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.
- Assist project managers with a variety of project and client types.

Qualifications:

- A degree related to planning, preservation, or understanding of heritage resources, such as history, conservation, urban geography, etc.
- 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 365 suite; familiarity with Adobe Photoshop, Illustrator, and InDesign also preferred.
- Preferred Class G driver's license; driver's record from MTO and experience letter from insurance company (3+years).

How to Apply:

Please forward your CV and a cover letter to Carol Bella, at employe@asiheritage.ca

Deadline: 31 October 2018

