



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 intermediate or senior-level professional with a passion for cultural heritage who thrives in a fast-paced environment. Our ideal candidate has at least eight to ten 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 professional heritage consulting, 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), is preferred.

This is a full-time position that operates Monday to Friday during regular business hours. The successful applicant should also expect limited weekend or evening engagements, as required by individual projects. In addition, some travel will be required.

Key Responsibilities and Deliverables:

- Lead or contribute, often in collaboration with other business-line 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.
- Complete on-site surveys of built heritage resources and cultural heritage landscapes and evaluate identified cultural heritage resources ranging from culverts to residential structures to industrial landscapes.
- Develop appropriate budgets for tender submissions and monitor through life-cycle of project.

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- Analyze and evaluate project impacts on cultural heritage resources in accordance with best practices and with the highest degree of professionalism and develop thoughtful conservation strategies and recommendations in accordance with the Standards and Guidelines for the Conservation of Historic Places (Parks Canada; Second Edition).
 - Draft detailed statements of significance at a level of detail sufficient for inclusion in municipal designation by-laws.
 - Provide in-depth analysis, review, and critique of internal and external documents to support the team.
 - Provide total project management, including managing client communications, engaging with municipal officials and stakeholders, leading a team of subconsultants, organizing and monitoring support staff, and assuming responsibility for complex deliverables.
 - Actively participate in the on-going evolution of the Division within the context of the changing heritage environment.
 - Engage with the profession at large to maintain a relevant knowledge base.

Qualifications and Expertise:

- Master's Degree (completed or in progress) in a discipline associated with heritage or planning, such as history, geography, architecture, art history, or planning, is preferred. Significant professional experience may be considered in lieu of an advanced degree.
- 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 in a variety of venues, including review and analysis of land registry data, historical images, historical maps, registered plans of survey, trade journal articles, and original plans and drawings.
- Knowledge and experience preparing thematic histories and undertaking research at a level of detail to document a site's evolution over time and to analyze a site's integrity in relation to known or potential cultural heritage value or interest.
- Familiarity with historical trends and patterns in architectural styles, building construction methods and materials, and landscape design approaches in an Ontario context.
- Extensive experience surveying properties, linear corridors, and multi-acre study areas to prepare detailed inventories of built heritage resources and cultural heritage landscapes, including completion of detailed and professional photographic documentation.
- Proven track record preparing heritage impact assessments as part of Planning Act applications and as part of studies completed as part of Class Environmental Assessment processes with demonstrated experience evaluating impacts of an undertaking on a cultural heritage resource and developing conservation strategies and principles.
- 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, budget, and deadline within both team and solitary contexts.
- Proven record of successful, professional completion of cultural heritage projects and reports including some (if not all) of the following: Cultural Heritage Evaluation Reports, Cultural Heritage Resource Assessments, Heritage Impact Assessments, Secondary Plans, Heritage Conservation District Studies and Plans, etc.
- Experience with municipal review board (such as the Ontario Municipal Board/Local Area Planning Tribunal or Conservation Review Board) proceedings is preferred but not required.
- Proficiency with Microsoft Office 365 suite. Familiarity with Adobe Photoshop, Adobe Illustrator, InDesign, and/or GIS applications is also preferred.



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- 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, at employe@asiheritage.ca

Deadline: 31 October 2018

