



Providing Archaeological &  
Cultural Heritage Services

528 Bathurst Street Toronto, ONTARIO M5S 2P9  
T 416-966-1069 F 416-966-9723 asiheritage.ca

## **POSITION AVAILABLE: Material Culture Analyst in Historical Archaeology**

**Division:** Operations Division  
**Manager:** Greg Pugh, MA  
Director Operations Division  
**Location:** Toronto or Burlington  
**Employment Basis:** 6 month contract, business hours Monday to Friday  
**Compensation:** Pay commensurate with experience  
**Start Date:** June 2019 (with potential for earlier start)

### **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. We perform archaeological excavations throughout Ontario; exploring everything from 19<sup>th</sup> century historical homesteads to 15<sup>th</sup> century Indigenous villages. ASI is a family friendly and inclusive employer.

### **About you:**

ASI is seeking to employ a professional with a passion for cultural heritage who thrives as part of a team environment. Our ideal candidate will be thorough, meticulous, dependable, and have a positive attitude.

### **Position Requirements:**

ASI conducts Stage 3 assessments and Stage 4 mitigative excavations of historical sites in the province of Ontario. These range from domestic rural sites in an agricultural context to urban sites in a complicated man-made landscape. The division is seeking a material culture analyst to compile databases that will be used to complete final reports on Stages 3 and 4 historical site excavations.

### **Key Responsibilities:**

- Accurately identify individual artifact types and assign catalogue numbers within a given site assemblage
- Enter attribute data for each catalogue number in the computer programme used for ASI analysis (Lotus platform)
- Select artifacts that characterize the site assemblage and flag them as items that should be photographed for the final report
- Export data from Lotus to produce a database that can be edited and used as the catalogue for the final report

## Qualifications

- Applicants must have a Bachelors of Arts (BA) or Science (BSc) degree in Archaeology/Anthropology
- Knowledge of historical method and theory
- Demonstrated proficiency with the analysis of historical material culture
- Excellent interpersonal and organization skills, especially time management
- Knowledge of the 2011 Ministry of Tourism and Culture's *Standards and Guidelines for Consultant Archaeologists*
- Attention to detail and data input accuracy under deadline pressure
- Ability to work in a team environment as well as be self-directed
- Proficient in Microsoft Access

## How to Apply:

Please send your resume to [employe@asiheritage.ca](mailto:employe@asiheritage.ca)

## Deadline for Application:

Friday May 17,2019. Interviews to be conducted in the following weeks.

