



Providing Archaeological &  
Cultural Heritage Services

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## **Cultural Heritage Technical Writer and Researcher & Project Administrator**

**Supervisor:** Rebecca Sciarra, Director, Cultural Heritage Division

**Location:** Hybrid remote. Based out of the Toronto or Burlington office.

**Employment Basis:** Full-Time Permanent

**Compensation:** \$58,000 per annum

### **About Us**

Archaeological Services Inc. 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 firm's dedicated Cultural Heritage Division is made up of a close-knit team from a diverse range of academic and work backgrounds. We shoulder a large volume of complex projects undertaken in support of: work subject to the Ontario Heritage Act; applications made under the Planning Act; and undertakings subject to the Ontario Environmental Assessment Act and Canadian Environmental Assessment Act. Our work is dispersed across the Province of Ontario.

Our Cultural Heritage Division is looking for an enthusiastic and driven heritage professional to join our team. Applicants can expect a challenging and supportive work environment with a focus on healthy work life balance. ASI is a family friendly and inclusive employer; we can provide flexible work environments and schedules.

ASI is committed to fulfilling our core value of employing diverse, talented, and dedicated professionals. We aim to create a workplace that celebrates the diversity of our employees, customers, and stakeholders, and commit to creating culturally sensitive products. ASI endeavors to foster an inclusive, equitable, and accessible environment where all employees feel valued, respected, and supported.

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code.

## **About You:**

ASI is seeking to employ an individual with a passion for cultural heritage conservation who thrives in a fast-paced and dynamic consulting environment and brings demonstrated administrative experience and strong research and writing skills. Our ideal candidate will have a post-secondary degree related to heritage planning, architectural or art history, conservation, cultural geography, and/or history with a focus on the Ontario or Canadian context in these disciplines. We are seeking an individual who has demonstrated an interest in cultural heritage resources and conservation and with experience in project delivery, as well as in general office and project administration. We are looking for an emerging professional who has experience working in non-for-profit, consulting, or governmental sectors, and preferably in organizations with a mandate to conserve cultural heritage resources. The individual should have demonstrated experience conducting research about buildings and landscapes, how they have changed over time and reflect trends or patterns that may be significant within Ontario's historical and cultural record. Familiarity with common architectural styles in the Ontario context, is an asset, as is database creation and management.

Strict attention to detail, as well as excellent organizational, time management, and analytical skills are a must for this position. The candidate must have a strong work ethic, be self-motivated and able to work independently and effectively manage distractions in a shared office environment or in a home office environment. They must also be able to work well with others on shared tasks to accomplish goals and meet deadlines, as well as possessing excellent verbal communication skills and diplomacy in dealing with inquiries from clients and various stakeholders and members of the public.

This position requires limited travel on a project-by-project basis and attendance at evening public meetings and/or Council meetings as required.

## **Key Responsibilities and Deliverables:**

Responsibilities include but are not limited to,

- Support Project Managers, contributing to on-going heritage assessments, including Cultural Heritage Reports, Heritage Impact Assessments, Cultural Heritage Evaluation Reports, Heritage Conservation District Studies and Plans, and other large-scale heritage projects such as Secondary Plans, Master Plans, and Historical Context Statements for example.
- Collaborate with counterparts in ASI's centralized Geomatics division and in other archaeological divisions to effectively deliver work on integrated projects.
- Review and interpret site plans and project drawings showing proposed interventions that are subject of impact assessment studies.
- Prepare historical mapping and conduct background archival research using primary and secondary source material focusing on topics such as: 19<sup>th</sup> century settlement patterns, early to mid-20<sup>th</sup> century development periods, historical events, landscape changes, architectural trends and patterns, and land-use planning policies for example.

- Assist in the preparation or, in some cases, assume full responsibility for the preparation of heritage assessment reports in accordance with ASI style guidelines for submission to public and private sector clients.
- Liaise with municipal and provincial agencies when identifying cultural heritage resources.
- Contribute to built heritage and cultural landscape field reviews, survey activities, and the evaluation of identified cultural heritage resources.
- Contribute to and support the development of quality-control procedures and best practices in the field of heritage consulting.
- Contribute to public and stakeholder engagement events, including attendance at meetings, preparation of presentation material, note-taking, and review and input into survey design or other techniques used to solicit feedback and insights from the public and stakeholders.
- Support the project administration needs of the Cultural Heritage Division as required on an as needed basis;
- Support the Division Coordinator with administrative tasks, on an as needed basis. Tasks may include but are not limited to: sending and following up on invoices to clients; obtaining insurance documents; updating databases in Sharepoint; document production; supporting in the assembly and coordination of time-sensitive and competitive proposals and tenders.
- Create and manage databases.
- Contribute to successful coordination of projects including document management activities, invoicing activities, and updating of ASI project management databases and SharePoint systems.

### **Qualifications and Expertise:**

- University degree related to heritage planning, conservation, architectural or art history, cultural geography, and/or history with a focus on the Ontario and/or Canadian context in these disciplines.
- 1-3 years professional experience in the heritage conservation sector, preferably in a consulting environment or in a technical writing or research role.
- Excellent writing skills.
- Excellent organization, data organization, and time-management skills, including proven ability to adapt to changing priorities and to concurrently work on a range of different projects, sometime with competing deadlines.

- Demonstrated experience conducting research using secondary and primary sources, including ability to review and interpret information from historical maps, historical images, secondary source literature and/or trade journals.
- Demonstrated knowledge of domestic and international cultural heritage conservation principles and practices including the Standards and Guidelines for the Conservation of Historic Places in Canada (Second Edition). Knowledge of Canadian best practices is a prerequisite.
- 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.
- Excellent ability to synthesize primary and secondary source research documents.
- Ability to identify cultural heritage resources in a wide variety of geographical settings and to understand a resource's potential cultural heritage value or significance.
- Proficiency with Microsoft Office suite, including Microsoft Excel, and some familiarity with Adobe Photoshop and Illustrator, ArcGIS, and Adobe InDesign.
- Valid driver's license (minimum Class G or equivalent); driver's record from MTO plus experience letter from insurance company.
- Understanding of project management principles and processes and the Accessibility for Ontarians with Disabilities Act (AODA), including its Integrated Accessibility Standards Regulation (IASR) as it applies to preparation of written report products.
- Demonstrated experience in general office and project administration and preferably in a consulting or professional service firm environment.

### **How to Apply:**

Please forward your CV and a cover letter to [employe@asiheritage.ca](mailto:employe@asiheritage.ca), using "Application for Cultural Heritage Technical Writer and Researcher & Project Administrator" in the subject line.

### **Deadline for Application:**

**August 20, 2023**

If you would like to learn more about our company, have a behind-the-scenes look or explore some of our projects, please check out ASI's social media pages on [Facebook](#) or Instagram: [@archaeologyto](#) and [@asiheritage](#)!