

## **POSITION AVAILABLE: Project Manager, Cultural Heritage Division**

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

**Location:** Negotiable: Hybrid, Remote, or In-Person at Toronto Office

**Employment Basis:** Permanent, Full-Time

**Compensation:** \$75,000 – \$85,000 per year, commensurate with experience plus benefits.

**Start Date:** Immediate



### **Company Profile**

Founded in 1980, Archaeological Services Inc. (ASI) is a Canadian-owned firm and one of Ontario's largest heritage consulting firms. With offices in Toronto and Burlington, we undertake a diverse array of archaeological and cultural heritage projects throughout the province. ASI is dedicated to fostering an inclusive, equitable, and accessible workplace, valuing each team member. We adhere to the *Accessibility for Ontarians with Disabilities Act, 2005*, the *Canadian Human Rights Act*, and the Ontario Human Rights Code. Please note that proof of vaccination is required under our COVID-19 Immunization Policy, with accommodations considered under the Ontario Human Rights Code.

### **Division and Position Profile**

Our firm's dedicated Cultural Heritage Division consists of a close-knit team of twelve specialized heritage professionals. We deliver a large volume of complex projects and technical heritage reports in support of work subject to the *Ontario Heritage Act*, applications made under the *Planning Act*, and projects with requirements under the *Ontario Environmental Assessment Act* and *Canadian Environmental Assessment Act*. We also lead and facilitate engagement programs, provide expert witness testimony, develop interpretation plans and content, and document heritage assets prior to alteration or removal, with projects spanning across various locations in Ontario.

Our Cultural Heritage Division is looking for an experienced and collaborative heritage professional to join our team. We offer a dynamic, supportive work environment that promotes a healthy work-life balance. ASI is a family-friendly and inclusive employer; we can provide flexible work environments and schedules. We support attendance at professional development events such as conferences, webinars, and workshops through paid time off and/or financial support, and membership with the Canadian Association of Heritage Professionals is also supported. All employees are insured under WSIB and participate in a Work Boot Allowance program. Full-time employees are invited to join our Group Benefits Plan after three months of employment. Project Managers are entitled to 25 days vacation and 6 personal days annually.

### **Candidate Profile**

We are seeking an experienced, intermediate-level Project Manager and Cultural Heritage Specialist with at least 5 years of experience in a heritage planning role within a consulting and/or municipal sector environment. The ideal candidate brings extensive experience in leading studies that determine cultural heritage value or interest, with a deep understanding of impact assessment methodologies in

a cultural heritage context. You should have a proven ability to build relationships with regulatory authorities, architects, planners, and private developers.

The ideal candidate should have experience inventorying buildings, streetscapes, bridges, and institutional complexes featuring a range of spatial arrangements, material compositions, construction techniques, and/or architectural detailing. The ideal candidate should have a demonstrated track record of meeting unpredictable deadlines, organizing and planning work to optimize project delivery and financial performance, leading and executing complex research and written products, and communicating effectively and persuasively with a wide range of audiences and stakeholders, using verbal, written, and visual outputs. A professional with strong attention to detail and who is adept at problem solving and working under limited supervision, while in a highly collaborative team environment, will thrive in this role.

The ideal candidate should have a willingness and flexibility to travel. The position requires travel to sites and project study areas, located throughout Ontario, sometimes in remote locations and requiring overnight stays. Occasionally, attendance at engagement events during evenings and weekends will be required.

## **Key Responsibilities**

Responsibilities include, but are not limited to:

- Lead the planning, execution, and management of Cultural Heritage technical reports, such as Cultural Heritage Evaluations Reports, Heritage Impact Assessments, Conservation Plans, Engagement Plans, Interpretation Plans, Policy Review and Development Studies, Heritage Conservation District Studies and Plans, and/or Cultural Heritage Resource Assessments, including cost estimation, work plan breakdowns and planning, and site survey/visits, through to report submission.
- Oversee and direct Technical Writers, Researchers, Historians, Geomatic Technicians, and Project Administrators to support successful delivery of projects and collaborate with Project Manager counterparts in other related archaeology-focused business line divisions to optimize efficiencies and enhance client experience and satisfaction.
- Effectively plan and organize assigned rosters of projects to maximize efficiencies and support divisional deployment and financial goals, escalating issues as necessary to the Division's Senior Management team.
- Complete site assessments, including photography, documentation, and inventory of buildings, structures, and landscapes in public right-of-way, private property, and/or interior building contexts.
- Lead scoping and completion of research and analytical outputs and determination of cultural heritage value or interest for purposes of designation under the *Ontario Heritage Act*, executed with rigour and to defensible standards appropriate to withstand scrutiny from the public, stakeholders, and/or as part of litigation at the Ontario Land Tribunal.
- Lead comprehensive impact assessment studies that meaningfully address impacts to tangible and intangible cultural heritage resources, prepared in accordance with industry guidelines and legislative requirements, and produced with a high attention to detail and able to withstand scrutiny from the public, stakeholders, and/or as part of litigation at the Ontario Land Tribunal.

- Facilitate and lead engagement events under the direction of the Division's Senior Management team, including preparation of written and visual content, coordination with client representatives, recording of sessions and summarizing results for internal and external consumption.
- Effectively develop client relationships through the life cycle of the project process.
- Monitor the progress of the project and review the quality of the work on a regular basis ensuring compliance with ASI style guidelines.
- Plan and monitor budget estimates on projects and mitigate risks to budget health and drive financial optimization through excellent planning, allocation of resources, and communication.
- Oversee and implement invoicing and collections processes.

## **Position Qualifications**

- A university degree in a relevant field such as 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.
- A minimum of 5 years of professional experience in heritage conservation, preferably in a consulting or municipal environment.
- Eligibility for Professional Membership with the Canadian Association of Heritage Professionals.
- Experience in leading public engagement sessions, making presentations, and working with stakeholders, including Indigenous communities.
- Extensive experience making presentations to the public, committees, and/or elected officials to clearly and persuasively explain results of technical work.
- Strong project management, organizational, and time-management skills, with a demonstrated ability to adapt to changing priorities and manage multiple projects simultaneously.
- Extensive knowledge of cultural heritage conservation policies and principles, particularly those related to the Standards and Guidelines for the Conservation of Historic Places in Canada.
- 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.
- Expertise in the evaluation of cultural heritage resources in a wide variety of geographical settings and to understand a resource's potential cultural heritage value or significance.
- Applied knowledge of impact assessment methodologies in a cultural heritage resource context.
- Proficiency in Microsoft Office, with familiarity in Adobe Photoshop, Illustrator, ArcGIS, and InDesign being an asset.
- A valid driver's license (minimum Class G or equivalent); a clean driver's abstract is required.
- Understanding of project management processes and the *Accessibility for Ontarians with Disabilities Act* (AODA) as it applies to report preparation.

**How to Apply:** Send your CV and Cover Letter to [employe@asiheritage.ca](mailto:employe@asiheritage.ca) with the subject line "Application for Project Manager Position – Cultural Heritage Division."

**Deadline for Application:** We will be accepting applications until September 29, 2024.

**Learn More About Us:** Explore our projects and behind-the-scenes looks on ASI's social media pages on [Facebook](#) or Instagram: [@archaeologyto](#) and [@asiheritage](#)!

