

## **POSITION AVAILABLE: Project Manager, Archaeology**

**Supervisor:** Lisa Merritt, Partner and Director, Environmental Assessment Division

**Location:** Hybrid, based out of the Toronto or Burlington 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 fosters an inclusive, equitable, and accessible workplace, adhering 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 Environmental Assessment Division consists of a team of specialized heritage professionals delivering complex projects and technical archaeological assessment reports. These projects support archaeological requirements for infrastructure projects.

ASI is seeking a collaborative archaeological consulting professional to join our team as a Project Manager. This role offers a dynamic work environment with flexible arrangements, professional development opportunities, and a focus on work-life balance. Benefits include a Group Benefits Plan, WSIB coverage, a Work Boot Allowance, 25 vacation days, and 6 personal days annually.

### **Candidate Profile**

The ideal candidate is a licensed archaeologist with at least five years of experience managing Stage 1-4 archaeological assessments in Ontario. They possess strong organizational and communication skills, a deep understanding of archaeological methodologies and their application to infrastructure projects, and a proven ability to manage multiple projects in a fast-paced environment.

The candidate should excel in relationship-building with clients, First Nations, and regulatory authorities. They demonstrate attention to detail, problem-solving abilities, and leadership qualities while thriving in a collaborative team setting.

### **Key Responsibilities**

- Lead the planning, execution, and management of archaeological assessment reports, including cost estimation, work plan breakdowns and planning, and site survey/visits, through to report submission.
- Oversee and direct Technical Writers, Researchers, Historians, Geomatics Technicians, and Project Administrators to ensure successful project delivery.
- Effectively plan and organize project rosters to maximize efficiencies, support divisional goals, and escalate issues as needed to senior management.
- Work collaboratively with First Nation representatives and Indigenous community agencies.



- Collaborate with Project Manager counterparts in ASI's Cultural Heritage division and other archaeology divisions to enhance client satisfaction and optimize efficiencies.
- Design work plans and coordinate fieldwork in compliance with the 2011 Standards and Guidelines for Consultant Archaeologists.
- Develop and maintain strong client relationships throughout the project lifecycle.
- Contribute to the mentorship and professional development of Field Directors and Field Technicians
- Monitor project progress and ensure compliance with ASI style guidelines and quality standards.
- Plan and monitor project budgets, mitigate risks, and optimize financial performance through effective planning and resource allocation.
- Oversee and implement invoicing and collections processes.
- Additional responsibilities may be assigned based on the needs of the team.

### **Position Qualifications**

- A university degree in archaeology, anthropology, museum studies, heritage planning, or a related field, with a focus on Ontario/Canadian contexts in these disciplines.
- A minimum of five years of professional experience in archaeological consulting, preferably in Ontario.
- Proven experience working collaboratively with Indigenous communities.
- Strong project management, organizational, and time-management skills, with the ability to adapt to changing priorities and manage multiple projects simultaneously.
- Extensive working knowledge of legislation, regulations, and policy frameworks governing the archaeological consulting industry in Ontario, including the Ontario Environmental Assessment Act, Planning Act, Standards & Guidelines for Consultant Archaeologists, and Ontario Heritage Act.
- Expertise in evaluating archaeological potential across diverse geographical settings in Ontario.
- In-depth knowledge of the Standards and Guidelines for Consultant Archaeologists, particularly fieldwork and reporting requirements for all stages of assessment.
- Technical report writing experience (submission of a sample with the application is encouraged).
- Proficiency in Microsoft Office, with familiarity in Adobe Photoshop, Illustrator, ArcGIS, and InDesign considered an asset.
- A valid Class G driver's license with a clean driver's abstract.
- Understanding of project management processes

**How to Apply:** Send your CV and cover letter to [resumes@asiheritage.ca](mailto:resumes@asiheritage.ca) with the subject line "Application for Project Manager Position – Environmental Assessment Division."

**We will continue to accept applications until the position has been filled.**

**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](#)!

