



**ASI**

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:** Mitigation Division  
**Manager:** Eva MacDonald, MSc  
Senior Archaeologist and Manager of Historical Archaeology  
**Location:** Main office at 528 Bathurst Street, Toronto ON M5S 2P9  
**Employment Basis:** 6 month contract, business hours Monday to Friday; contract renewal possible  
**Compensation:** Pay commensurate with experience  
**Start Date:** 17 October, 2016

**Position Requirements**

The Mitigation Division 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
- Proficient in Microsoft Access

**How to Apply:**

Please forward your CV and a cover letter addressed to the Director of the Operations Division, Mr. Greg Pugh, either by email to [gpugh@asiheritage.ca](mailto:gpugh@asiheritage.ca) or to the following address

Archaeological Services Inc.  
528 Bathurst Street  
Toronto, Ontario  
M5S 2P9

**Deadline for Application:**

Friday October 7, 2016. Interviews to be held the following week

