



JUNIOR RESEARCH ASSISTANT - TORONTO

Description of the firm:

Founded in 1990, ERA Architects specializes in architecture, heritage conservation, landscape and heritage planning as they connect to historical places and provides full professional services to both public and private sector clients. Our core interest is in relating heritage issues to wider considerations of urban design, landscape and city building, and to broader cultural and community values. ERA works collaboratively with other firms to engage in conservation and improving the built environment.

Description of the position:

ERA is seeking an energetic individual to join our multi-disciplinary team as a Junior Research Assistant. Our heritage-related work ranges from due-diligence exercises to full development applications for the restoration and/or adaptive reuse of existing heritage buildings, predominantly within Toronto and the GTA.

The ideal candidate is a hard-working recent graduate with a passion for local histories, who is eager to learn new research skills using a variety of archival resources. They will be able to identify and synthesize relevant information in concise writing, from a broader body of research.

They should have demonstrated attention to detail, verbal and written communication skills, analytical thinking, and patience for “deep-dive” investigations to find answers to specific history mysteries.

Key Responsibilities

- Work in a collaborative team environment;
- Travel to various archives to undertake historical research (e.g., Toronto Reference Library, City of Toronto Archives, City of Toronto Building Records);
- Desktop research using various online sources to undertake historical research (e.g., historical newspapers, city directories, photo archives);
- Communicate research via short memos for discussion with other team members;
- Possible opportunities to write site histories and other components of reports for submission with development applications;
- Support team members with tasks including copy editing, report revisions, preparation of materials and various others;
- Work collaboratively with Project Managers and Professional Staff on a regular basis.

Qualifications:

- Enthusiastic willingness to learn historical research skills using a variety of sources;
- Interest in, and/or familiarity with, the professional heritage planning sector, i.e. the practical application of an interest in history within the land development process;
- Proficiency in MS Office;
- Experience in Adobe Creative Suite (InDesign) preferred but not required;
- Excellent interpersonal skills.

Education and Experience:

- An undergraduate degree or diploma (concentration in History or Planning preferred);
- Experience in historical/archival research.



Employment Conditions

- Competitive salary according to the level of experience;
- 37.5-hour work week;
- Generous Health and Dental Benefit Plan;
- RRSP matching plan;
- Tuition Reimbursement plan.

To apply please email your CV and a short writing sample (1-2 pages, academic work is acceptable) to emmaa@eraarch.ca and indicate in the subject line: Application for Junior Research Assistant by Tuesday October 29th, 2019 at 5:00PM.

ERA does not discriminate against applicants or employees because of their race, creed, color, age, religion, gender, disability, sexual orientation, marital status, military status, national origin or ancestry. ERA is committed to fostering an inclusive and equitable workplace where all employees and partners feel valued, respected and supported. ERA is committed to working with and providing reasonable accommodation to applicants with disabilities.

We thank all applicants for their interest; however only those selected for an interview will be contacted. No agency referrals will be considered.