



ERA Architects Inc.  
#600-625 Church St  
Toronto ON, M4Y 2G1

## **HERITAGE PLANNER Toronto Office**

ERA is seeking a heritage planner to join our multi-disciplinary team, based in the Toronto office. With a background in and passion for disciplines including heritage conservation, urban planning, cultural geography, public policy, history / architectural history, or others that may be related, you will support ERA's cultural heritage and land-use planning team through research, writing, policy analysis, and collaborative problem-solving. Your contributions will support a range of heritage planning and adaptive reuse projects at the provincial and local levels.

You are an energetic, motivated, and self-disciplined individual who has the capacity to work independently and also to work collaboratively in teams to support project work of various scales and complexity. You are an organized individual capable of managing complex project requirements involving multiple stakeholder groups, and are able to coordinate many tasks at once while producing high-quality work demonstrating attention to detail.

### **Key Responsibilities:**

- Research, synthesize and analyze information on sites, including historical / archival research, applicable planning policies, and descriptions of physical character;
- Contribute in writing and preparing key product documents, including Cultural Heritage Evaluation Reports, Heritage Impact Assessments, Conservation Plans, Interpretation Plans, Heritage Permit Applications and Feasibility Studies.

### **Core Competencies:**

- Excellent research skills; experience with archival and primary-source research is an asset;
- Excellent writing skills and an ability to adapt writing style and approach to suit different audiences and project requirements;
- Excellent attention to detail;
- Excellent verbal communication and interpersonal skills;
- Ability to develop and maintain knowledge of heritage conservation best practices, relevant policy and legislation;
- Familiarity with federal, provincial, and municipal heritage policy and legislative frameworks, including the Planning Act, Ontario Heritage Act, Provincial Policy Statement, and the Standards & Guidelines for the Conservation of Historic Places in Canada an asset; and
- Competency with InDesign software is an asset.

**Education and Experience:**

We expect that candidates for this role will have:

- A post-secondary degree in a related field, e.g. urban planning, heritage conservation, cultural geography, history / architectural history, or public policy.
- A minimum of two years of related work experience (or equivalent).

**Please send your CV, writing sample, and cover letter to [emmaa@eraarch.ca](mailto:emmaa@eraarch.ca) by October 21, 2022.**

ERA does not discriminate against applicants or employees because of their race, creed, colour, 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.