

WHO WE ARE

Heritage Toronto is a charitable arms-length agency of the City of Toronto established in 1949 to promote a greater appreciation for the city's rich architectural, cultural, archaeological and natural heritage. Through partnerships with local community groups and volunteers, Heritage Toronto provides city-wide programs and services. Core programs include a neighbourhood Tours Program, a Historic Plaques Program, and the Heritage Toronto Awards.

THE PROJECT

The State of Heritage Report has been published by Heritage Toronto since 2001. Since that time, the Report has provided an overview of key issues in the municipal heritage sector and goals for the future. The Report's primary audience is decision-makers in the municipal heritage sector, and its secondary audience is the public at large.

The 2019 Report will connect heritage to broader civic and social infrastructures. By making links between heritage and other aspects of society, it will inform and influence a larger conversation about city building, while moving forward key heritage issues. The 2019 Report will include feedback from public consultations, a report-specific survey, and other primary and secondary research. A framework for the report has been drafted and research has begun.

WHO YOU ARE

You are a stickler for details, a fact-hunter, and have a healthy appreciation for proper data interpretation and social science research. You have an easily-digestible writing style that conveys optimism and authority, using simple and clear language beautifully. An interest in Toronto's past and current heritage initiatives is a bonus.

YOUR JOB

The State of Heritage Researcher/Writer contract is an eight week contract beginning in late August 2018 and ending in mid-October 2018, consisting of approx. 14 hrs/week. The job is based out of the Heritage Toronto offices on the 3rd floor of St. Lawrence Hall, 157 King St E, although remote work may be possible. Contract rate is 20\$/hr.

YOUR OPPORTUNITY

The Researcher/Writer is tasked with performing the following:

- Scanning current literature for trends in the heritage and heritage-adjacent sectors relating to the report's focus areas
- Conducting primary research such as interviewing as well as soliciting specific and up-to-date metrics and statistics from heritage sector stakeholders
- Finding, reviewing, and annotating scholarly as well as popular journal articles, books, magazine articles, and news articles relating to the report's focus areas and trends
- Producing a written draft of the report, which will streamline the summary report on project-specific public consultations, the project-specific survey results, and all primary and secondary research, in clear, concise, interesting language

RESEARCHER & WRITER CONTRACT – STATE OF HERITAGE REPORT

The Researcher/Writer may also be required to:

- Attend at least one stakeholder consultation/related State of Heritage event
- Provide feedback on images/graphics to be included in the report

YOUR QUALIFICATIONS

- 2 years of experience with report-writing, professional writing, writing for the public, social science research
- Post-Secondary degree in journalism, creative writing, public policy, or equivalent combination of professional experience and education related to the responsibilities of the position
- Proven ability to write for a varied audience
- Excellent research and communication skills
- Excellent writing skills
- Ability to work independently

TO APPLY:

Please include a cover letter with references, a resume outlining relevant work, and up to three writing samples, **by 5:00 p.m. on Monday August 20th, 2018.**

Please submit your application to Claudia Calabro via Claudia.calabro4@toronto.ca with the subject line: *State of Heritage - Researcher/Writer Position*

We thank all applicants for their interest in this position. Only applicants to be interviewed will be contacted.

Heritage Toronto invites applications from all qualified individuals. The agency is committed to employment equity and diversity in the workplace and welcomes applications from visible minorities, aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity. Upon request, accommodation will be provided for persons with disabilities through all stages of the recruitment and selection process.