

<u>PROJECT NUMBER</u>	<u>JOB TITLE</u>	<u>SUBJECT</u>
CG08	Part II Architectural Assistant/Architect	Job Advert
<u>REPORTS TO</u>	<u>DATE OF ISSUE</u>	
Project Architect and Associate	August 2020	

## ITEMS

Carmody Groarke is looking for Architectural Assistants or newly qualified Architects with a minimum of two years' experience in practice post Part II with previous experience working in AutoCAD and Revit.

The intended start date for this position is September 2020.

- 1.0 The Practice  
Carmody Groarke is a London-based architectural practice established in 2006 by Kevin Carmody and Andy Groarke. The studio has developed a reputation for working internationally on a wide range of arts, cultural, heritage, residential and commercial projects, designing several critically acclaimed buildings.
- 2.0 Role  
Successful candidates will work as part of a team under the direction of a Project Architect and Associate, and will be responsible for assisting in the design and production of projects within the studio. Depending on your level of experience may also have the opportunity to lead smaller scale projects independently under the guidance and mentorship of an Associate.
- 3.0 Experience  
You will have completed your RIBA Part II qualification, with a minimum of two years' experience in practice.  
  
You will have a developing knowledge of the UK construction industry, and have an understanding of RIBA work stages and project organisation. You will have a well-rounded knowledge of software and design processes, and may be in the process of developing a specialism in a certain skill.
- 4.0 Practice  
Part II Architectural Assistants are responsible for supporting project teams at each stage of a project's design development. You will assist with the generation and exploration of design ideas, testing and refining options to progress the development of each scheme in collaboration with our internal project team and the wider design team. You will participate in design reviews with directors, communicating design ideas to the wider team for discussion.
- 5.0 Culture  
Part II Architectural Assistants should be positive representatives for the practice, working collaboratively within teams and demonstrating excellent communication skills. Whilst primarily project focused, you may also be required to take on wider responsibilities relating to the studio or research topics. You are expected to work with a flexible attitude, demonstrating initiative, proactivity and self-motivation.

## 6.0 Responsibilities Design

- Progressing and developing design options through a variety of different methods, including 2D and 3D digital drawing packages (such as MicroStation, AutoCAD and Revit),
- Communicating design ideas through model making and hand sketches as required
- Taking digital photographs as required and undertaking image manipulation through Adobe Photoshop and Illustrator
- Producing and developing high quality images using CAD and rendering packages at an intermediate level.
- Producing feasibility studies, stage reports and planning applications, using InDesign at an intermediate to advanced level, and office suite software including Word and Excel at a basic to intermediate level.
- Maintaining an awareness of the scope of responsibility and design programme.
- Planning your work effectively to meet project deadlines, assisting others where necessary and flagging to the Project Architect or Associate responsible any risk that a deadline may not be met.
- Having an awareness of technical standards and latest building regulations.
- Independently undertaking research into products, materials and building references as directed, reporting back recommendations.

## Studio

- Positively contributing to the studio through assistance in wider studio responsibilities as required.
- Acting as a mentor to Part 1s in the studio, sharing knowledge and offering support where necessary
- Maintaining a thorough knowledge and understanding of Carmody Groarke's policies and procedures, adhering to the policies outlined in the Employee Handbook.
- Presenting project updates to the wider team at studio meetings.
- Positively representing the practice, communicating articulately Carmody Groarke's work and supporting the studio's aims and objectives.

## 7.0 Salary Remuneration is dependent on experience and in line with RIBA pay scales.

## 8.0 How to apply Please email your applications to [jobs@carmodygroarke.com](mailto:jobs@carmodygroarke.com), with the email subject line Architectural Assistant 2 – August 2020.

Any applications without the relevant subject line will not be filtered for consideration.

Your application should include:

- A brief cover letter or email outlining the reason for your application
- A CV as a PDF attachment
- A sample portfolio as a PDF attachment with a maximum of 10 pages

Please note that attachments should not exceed 10MB in total.

Carmody Groarke is an equal opportunities employer. Should you wish to view our Equality, Diversity and Inclusion Policy, please contact the Studio Director – [charlotte@carmodygroarke.com](mailto:charlotte@carmodygroarke.com)

#### Deadline

The deadline for applications is Friday 28<sup>th</sup> August 2020.