

<u>PROJECT NUMBER</u>	<u>JOB TITLE</u>	<u>SALARY BAND</u>
CG08	Part 1 Architectural Assistant	Part 1: £25,000-£27,000
<u>REPORTS TO</u>	<u>LATEST REVISION</u>	
Project Architect and Associate	June 2023	

ITEMS

Carmody Groarke is looking for Part 1 Architectural Assistants to work on projects in a variety of sectors. Current projects include the refurbishment of several listed buildings located in the City of London, the transformation of an existing museum building as part of a site wide museum masterplan in Manchester and a series of cultural buildings on site in Yorkshire and Belgium.

The intended start date for this position is July 2023.

- 1.0 Role
Part 1 Architectural Assistants will work as part of a team under the direction of a Project Lead and Associate to assist in the design and production of project schemes within the office.
 - 2.0 Experience
You will have completed your RIBA Part 1 qualification at undergraduate level, with potentially a year or more experience in practice.
 - 3.0 Practice
As a Part 1 Architectural Assistant, you will work across a range of projects of varying sectors and scales. You will be able to demonstrate the development of design options through hand sketching and model making, and have an outline understanding of RIBA work stages and project organisation.
 - 4.0 Culture
Part 1 Architectural Assistants should be self-motivated and work with a flexible attitude, demonstrating excellent communication skills and the ability to work both independently and collaboratively as part of a team.
 - 5.0 Responsibilities
Design
 - Progressing and developing design options through handmade 3D model making and hand sketches.
 - Developing schemes using 2D and 3D digital drawing packages, including AutoCAD and Revit.
 - Producing and developing images using CAD and rendering packages.
 - Taking digital photographs as required and undertaking image manipulation through Photoshop and Illustrator.
 - Producing reports using InDesign and maintaining other documents using Microsoft Office programmes such as Word, Excel and PowerPoint as necessary.
 - Undertaking research into products, materials and building references as directed and reporting back recommendations.
- Studio
- Positively contributing to the studio through assisting in general duties as required.
 - Presenting project updates to the wider team at the fortnightly studio meeting.
 - Maintaining good filing systems in line with studio protocol.

6.0 Salary

The salary offered will be in line with the studio's salary banding as outlined above, and will be commensurate with level of experience.

7.0 How to apply

Please email your applications to jobs@carmodygroarke.com, with the email subject line 'Part 1 Architectural Assistant – July 2023'.

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.

Please note that we do not accept hard copy portfolios.

8.0 Equality, Diversity and Inclusion

Carmody Groarke is an equal opportunities employer, committed to equality of opportunity, diversity and inclusion among our workforce, and to following practices that are free from unfair and unlawful discrimination.

Should you wish to view our Equality, Diversity and Inclusion Policy, please contact the Practice Manager at jessica.davies@carmodygroarke.com.

9.0 Deadline

The deadline for applications is Monday 17 July 2023, with interviews anticipated to take place mid-July.