

Role Description_Student of Architecture

MAA is an EO employer and is committed to providing all employees with a safe and enjoyable working environment. Comprehensive policies and procedures have been developed to support this. All employees are responsible for their own awareness and understanding of MAA policies and procedures.

The MAA Student Architect position offers scope to learn the fundamentals of professional architecture practice. Experience is preferred, enthusiasm is essential!

Position Overview

Generally you are required to assist the directors, project architects, graduate architects and the studio manager with various tasks to allow the practice to function efficiently. We trust that you will use initiative and enthusiasm to push the level of responsibility in this role.

Reports to

Practice Director

Specific Performance Criteria

Core duties that are the responsibility of the Student Architect include, but are not limited to:

Various design support tasks including: Photoshop/Illustrator (use Illustrator for tasks involving images and text)

- Photograph manipulation
- materials colour matching
- scanning/stitching/scaling of drawings
- generation of elevations/streetscapes, presentation boards and materials boards.

CAD

- Revising marked-up CAD drawings, highlighting in one colour items completed and in another colour items not understood/to be clarified. Do not throw out drawings before confirming with Project Architect.
- Joinery documentation.
- Design Input
- Assisting with space and form planning in sketch design stages as required.
- Collation and gathering of materials, finishes, fixtures, etc. as required.
- Any other design input at any other stage of the project is welcome.
- Rendering/Presentation
- Hand drawing and rendering for various client and/ or council submissions.
- Powerpoint presentations.
- Image collation.

Product Research

Research products for architects as requested (via online/physical libraries or discussing products with trade representatives).

When discussing products with trade representatives, create a file note including

- rep/company contact details
- cost
- availability/supply
- lead time.

All information gathered about a particular product is to be typed under MAA memo proforma (or written on MAA pad and scanned) and filed under the Cost/Spec section in the project file. 'Cost/Spec,' project number and date should be written in the top right hand corner of the document (refer to MAA 14 File Structure for filing strategy). Circulate to the project architect/team ASAP prior to filing.

Planning/Site Information

- Researching overlays, restrictions and zoning. Phone the council, recording the full name of the person to whom you are speaking and creating a memo of the information collected. Search for

online information at www.doi.vic.gov.au under Planning > Planning schemes online > relevant council area. Obtain an aerial photograph of the site from Qasco Vic Image (contact Bill) or from GoogleMaps.

- Document site history/existing conditions. Visit the site and make observations, take photographs and measurements, etc.

General

- Organising Packages of Documents
- Printing and collation of drawings.
- Completion of document transmittal form.
- Ensuring the package is complete, including outsourcing.
- Coordinating couriers/post and delivery.
- Attendance for Projects
- Attending client/consultant meetings both in office and on site.
- Minute taking and photographic record collection/filing on return to office.

Administration & Office Support

- Relief reception, including answering the telephone, date stamping mail received, etc.
- When answering the telephone, always place the caller on hold to ask the appropriate employee if he/she is available. If not, record the name and number of the person calling and inform them their call will be returned.
- Filing and archiving, including ongoing maintenance of existing office systems.
- Maintaining office stock levels and daily office supplies.

Training/Self Education

As a Student Architect you are encouraged to “get out there!” and self educate. Working in a practice will give you the opportunity to attend many free trade shows and presentation nights. This can be an enjoyable and free way to get a better understanding of the industry.

In addition you may wish to attend seminars or lectures; MAA will fund attendance at these as appropriate.