

Job title:	Graduate of Architecture / Architect (with interest in Interior Design), 3+ years
Reporting to:	Karen Alcock, Principal
Salary:	Commensurate with experience
Hours:	Full time, 37.5 hours per week
Location:	25 William St, Cremorne

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

#### Purpose of the Position

MAArchitects is a small-to-medium sized practice specializing in residential, mixed use and commercial architecture and interiors. We design from the inside out.

The Graduate / Architect will have a strong interest in interior design. The Graduate / Architect will play an intricate part of project teams, working directly under either the Project Architect or Principal, to assist heavily in the interior designing of projects.

Your role will include design, documentation administration and contact tasks depending on the size of the project.

The Graduate / Architect needs to keep themselves informed regarding the architectural process by drawing on the knowledge of more experienced staff around them. It is important for the Graduate / Architect to apply themselves to each task they are asked to complete as this will ensure their continual development within the practice and eventual registration. It is important for the Graduate / Architect

#### Work experience, skills and qualifications

- 3+ years full time as a Graduate of Architecture or Registered Architect with local practice experience
- Exceptional design ability
- Eye for detail
- Experience with multi-residential, single residential and hospitality projects preferred
- Production of working drawings, marketing drawings, plans and schedules
- Coordinate and liaison with project team, clients, consultants and contractors
- Build relationships with product suppliers
- Proficiency in ArchiCAD preferred
- Proficiency in Adobe Creative Suite
- Preparation of ID presentations
- Architecture degree qualification from recognized institution
- Exposure to construction documentation and interior designing

#### Personal qualities & behavioural traits

- Ability to work with a high degree of autonomy and also as part of a team
- Demonstrate initiative and proactive approach to daily tasks
- Strong verbal and written communication skills
- Excellent personal presentation. You must be professional, friendly and calm
- Good time management skills, being able to multi-task and meet deadlines
- Passionate about design and innovation

#### Responsibilities & duties

- Undertake design projects from concept design through to completion
- Liaise with Clients and relevant Consultants and Authorities
- Prepare construction documentation is under the supervision of the Project Architect/Director

## Training & Self Education

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- Complete self-education and professional development, including keeping up to date with changes to relevant legislation and other regulatory controls affecting the practice of Architecture
- MAA is an A+ member of the Australian Institute of Architects, all staff are covered by this membership which provides access to the institute member services and personal copies of Architecture Australia and AV Magazines. A requirement of this membership is that staff achieve a minimum number of CPD points per year.
- MAA will fund attendance at seminars, lectures etc. as appropriate

## Relationships

- Internal
  - Principal
  - Project Architect
- External
  - Clients
  - Consultants
  - Reps and suppliers