

Job description: Part II+ Architectural Assistant

Salary band:

0-2 years' experience in practice           £27,500 - £29,000

2+ experience in practice                 £29,000 - £35,000

Dow Jones Architects is looking for an architectural assistant to join our team in our London office. Recently qualified architects are also welcome to apply. The intended start is mid/end Sept 2024.

Role:

Part II Architectural Assistants will work in a team, reporting to Project Architects, Associates and Directors, and assisting in the design and development of projects within our practice.

Experience:

- You will have completed your RIBA Part II qualification.
- You will have a developing sense of project delivery, RIBA work stages and UK construction, including some experience of working on RIBA stages 4 and 5.
- You will have developed competent software skills, including experience of using BIM, and physical model-making skills.

Practice:

- You will support the design development of projects through all stages of delivery, including development of design options at a range of scales from strategic to detail.
- You will take part in project reviews within our office, with clients and with wider design teams.

Responsibilities:

- Developing design options through different methods including sketching and 2D and 3D digital drawing packages in Vectorworks and BIM.
- Taking digital photographs and developing them through digital rendering and manipulation such as Adobe Photoshop and Illustration.
- Making physical model at a variety of scales with precision.
- Producing and developing high quality CAD and rendered images.
- Producing design development reports using Adobe InDesign, and general office software such as Microsoft Word and Excel.
- Demonstrating an understanding of the project scope and programme.
- Developing an understanding of legislative structures including Planning and Building Control.
- Planning your work effectively to meet project deadlines and support project outputs, and showing responsibility in letting the Project Architect, Associate or Director know when deadlines might not be met.

- Presenting project updates at practice meetings and in design reviews with Associates and Directors.
- Working independently as directed and reporting back.
- Maintaining an awareness of project resourcing and fee allocation for project delivery.
- Contributing positively to our practice through supporting practice activities and positively representing our practice.
- Taking responsibility for aspects of our practice culture and experience.
- Understanding our practice ethos, policies and procedures, including our practice policies.

**Culture:**

Our ethos is based on generous, responsible design, with the highest standards applied to quality of design and sustainable values. The values of our practice are based on collaboration and respect. All members of the practice should reflect these values as part of our wider practice culture. We work together in our studio; this is not a working from home role.

**Equality, Diversity and Inclusion:**

We are an equal opportunities employer, committed to equality, diversity and inclusion in our team and in our work, and actively encourage applications from groups under-represented within the architectural profession.

**How to apply:**

Please email your application to [cv@dowjonesarchitects.com](mailto:cv@dowjonesarchitects.com) with the email subject line: Part II+ Architectural Assistant. Keeping your email below 10MB, please include:

- A brief cover letter or email;
- Your CV as a PDF attachment;
- A sample portfolio showing your experience and work in different media, as a PDF attachment of no more than 10 pages;
- Contact details for 2 references (email and telephone numbers).

**Deadline:**

The closing date for applications is Monday 19<sup>th</sup> August 2024.

Interviews will be scheduled in the following ten day period.