

Part 2 Architectural Assistant Job Description

We are looking for a Part 2 Architectural Assistant to join our friendly design practice for one year as a full-time member of the team.

We have been practising a socially distanced studio rota during the Covid-19 pandemic and have set up everyone in the office to be able to work from home. Usually we cook lunch for each other every day (all dietary requirements catered for) and have office wide design reviews once a week. At Assemble, you will also have access to the Sugarhouse Studios workshop facilities, bench space and secure bicycle parking.

Assemble are committed to creating a positive and inclusive environment where everyone feels respected and free to work without fear of discrimination. We are an equal opportunity employer and value diversity in our practice. We encourage applications from all backgrounds and do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status or disability status. We welcome applications from people requiring flexible working arrangements and from anyone with any professional or educational background. If you have any questions about our working environment please get in touch.

About Assemble

Assemble are an award winning art, design and architecture practice based in London. Our work focuses on using design as a tool to improve social and cultural life in the built environment. Assemble were the recipients of the 2015 Turner Prize.

Our work covers activities including design, brief development, organising events and hands-on construction, all of which is underpinned by the belief that broader involvement creates richer results. Current projects include a new city farm in Barnet, London; a new social centre in Spitalfields, London; a material laboratory and workspace in the south of France; and a mixed-use development in Liverpool.

In 2016 we moved our studios and workshop to Bermondsey. It is a large studios building called Sugarhouse Studios which we designed and built. We manage the on going leasing of the building and have around 45 tenants. Our tenants are a diverse range of skilled makers and artists including carpenters, stonemasons, printmakers, textile designers and musicians. At Sugarhouse Studios, we have a wood workshop, metal workshop and ceramics workshop, all managed by the tenants.

Please visit our website at www.assemblestudio.co.uk to find out more about our work. Here are some articles about us and our work:

<https://www.theguardian.com/artanddesign/2019/jul/08/assemble-guerrilla-gardeners-of-granby-liverpool-terrace-turner-prize>

<https://www.dezeen.com/tag/assemble/>

How Assemble Works

Assemble is a partnership that currently has 15 active partners and 7 employees. One partner is based in Liverpool, one in Bristol, one in Herefordshire and the rest are based in London. The partnership manages three companies, a design company called Assemble Design, a workspace management company called Assemble Workspace, a building company called Standard and General Construction. We are on the board of a ceramics company in Liverpool called Granby Workshop, an adventure playground in Glasgow called Baltic Street Adventure Playground, and a public workshop in London called Blackhorse Workshop. All partners take responsibility for managing the companies, and are organised into specialist management groups to do so: Estates, Practice Management, Project Management and Communications.

The Role

You will work closely with Assemble partners on a wide range of projects. These currently include affordable workspaces, cultural institutions, housing, exhibitions and spaces for play.

You might be expected to be working on any of these projects at any point in their development. This could be from brief writing and business planning through to the preparation and administration of construction information.

The role will be primarily focused on the production of material from concept design to detailed construction information, such as sketches, models, renders and drawings.

Alongside the production of information, you will be expected to attend relevant project meetings and present work to clients.

Contract type: Full-time, one year fixed term contract with a three-month probationary period. Part-time and flexible working will be actively considered, and terms will be discussed with all candidates invited for interview.

Hours: Monday – Friday, 9am – 6pm with an hour for lunch

Salary: £28,000 pro rata

Annual Leave: 28 days holiday entitlement, including bank holidays. Our office is closed between 25th - 31st December inclusive and this does not count towards your holiday allowance

Location: Assemble, Sugarhouse Studios, 19 Collett Road, London SE16 4DJ

Applications: Apply by clicking on and completing this [form](#) by 5pm on Wednesday 9th December 2020

The information you supply on the Application Form is kept securely and will remain confidential. We will not retain this or any other personal information beyond the duration of the application process.

Materials:

- CV on a single side of A4 (minimum text size 10pt)
- Portfolio of 5 single sided A3 pages, maximum 10MB (minimum text size 10pt)

Please note we will only accept digital applications - hard copies will not be considered.

Any portfolios or CV's larger than the maximum file size or page count specified will not be considered.

Start date: We are looking for you to start at the beginning of January 2021 but can be flexible

Interviews: Interviews will be offered during the week commencing 14th December 2020. Any candidates with restricted availability during these times should indicate this clearly in your application.

Your Skills and Experience:

- One year experience in an architectural practice or relevant other place of work is essential
- Fluent in CAD. Archicad experience is essential
- Confident image and document making abilities (Adobe Photoshop, Illustrator, InDesign, drawing, collage)
- Construction detailing and drawing experience
- Model-making experience
- Good communication skills and the ability to manage one's own time

We request no enquiries by phone or in person.

We are not able to offer visa sponsorship for applicants.