



31ST OCTOBER 2022

ARCHITECTURE GRADUATE GUIDE

IN COLLABORATION WITH



Australian
Institute of
Architects

SONA

MADA^{SS}

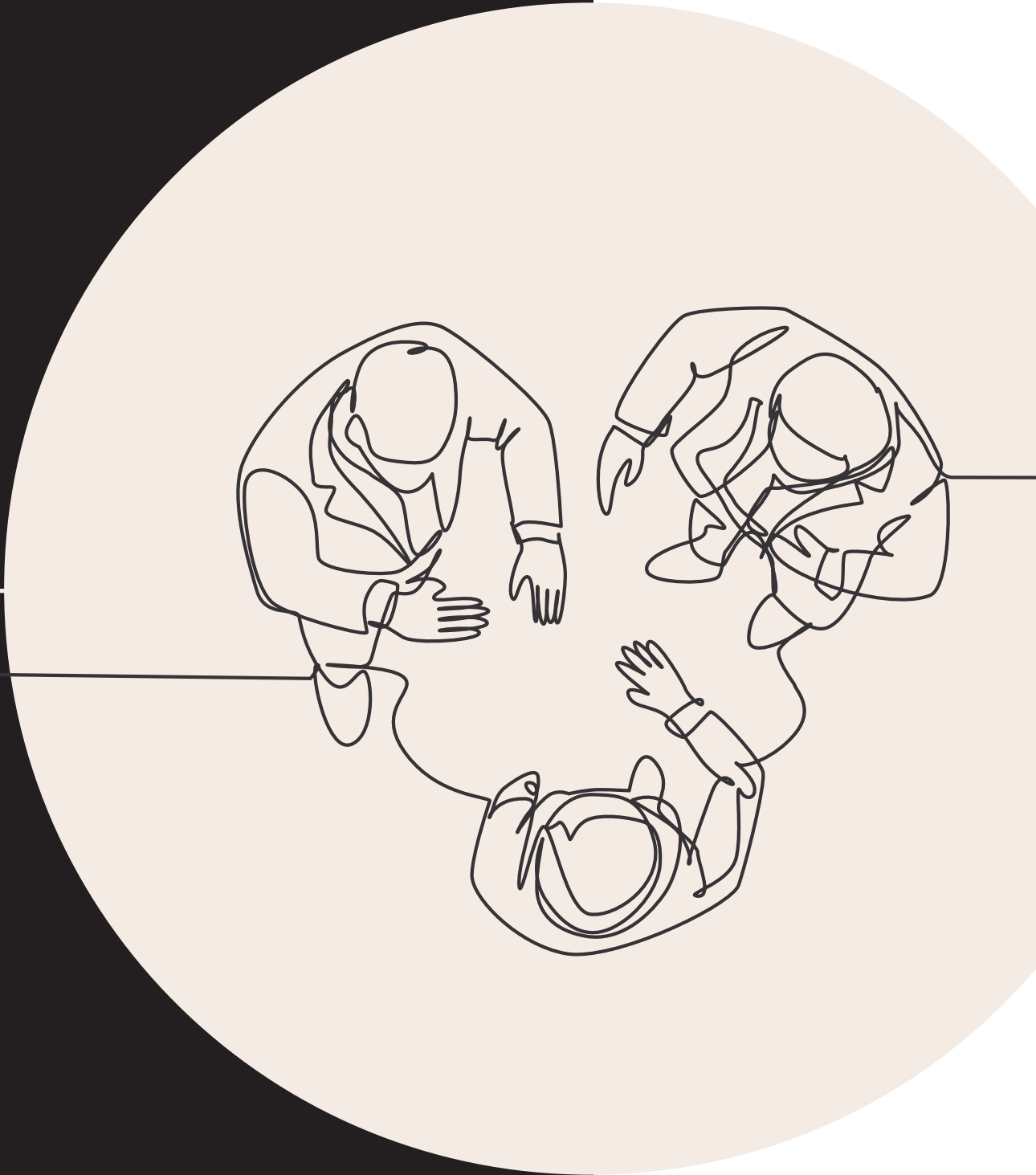


DES

Woods Bagot acknowledges the Traditional Owners of the land, sky and waters. We pay our respects to Elders past, present, and to the future leaders of our community. We honour the ongoing deep spiritual connection that the Traditional Owners have with this country. With respect, we tread gently to help reconcile and pave the way for a united and harmonious future for all people.

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ABOUT WOODS BAGOT

WE

IN

PEOPLE ARCHITECTURE



BELIEVE

CREDO SEE THINK DO

Throughout our global history, cultural rituals have evolved and become further exposed via new mediums of connection. They have awakened our imaginations and raised our expectations for what is possible.

Borders, jurisdictions and continents have given way to boundaryless digital communities and cultural movements that are moving faster than ever before.

As designers, we must grow alongside the complexities of this ever-changing world with a diversity of thought and inclusiveness of perspective.

To design in this world is to design with the understanding that the greatest human endeavor is our passion for celebration – those festivals of experience.

Because if we are to make an impact beyond design, we must create a world where architecture is revered for its service more than its style.

**This is what we call
People Architecture.**

A belief that shapes how we see the world differently. A conviction that the values of end users and the values of design are one and the same. People Architecture is a celebration of diversity and prosperity across cultures, propelled by a shared sense of empathy that is inclusive of flexibility and built to adapt.

Every person within our organisation must contribute to the idea that we can shift the direction of an entire industry to appeal more to human instinct, the human condition and human sensibilities.

But the process of architecture is not singular. Design is one of many inputs. We are dependent on the collective knowledge of clients and communities in a continual process of study, experimentation and making.

We are a multi-studio, cross-disciplinary organization.

We are a reflection of the collisions of ideas that occur continuously across the world.

We inspire innovation with inclusiveness.

We are Woods Bagot.



Woods Bagot places human experience at the centre of our design process to deliver engaging projects that address current needs and flexibly accommodate changes to come.

These goals are achieved with diligent research and creative endeavour – both of which are derived from dialogue with our clients and by harnessing the collective intelligence of our global design studio. We have a team of over 1000 experts working across 17 studios in Australia, China, Europe, the Middle East, North America and Southeast Asia.

This model allows us to work collaboratively across time zones and borders, using the latest technology to share design expertise and strengthen our knowledge base around the world.

Sector experts from within the firm, as well as our consultant network, lead a multi-faceted approach to every project. Working across architecture, consulting, interior design, Masterplanning and urban design disciplines, we understand our clients' functional, operational and cultural needs, drawing on our research and experience to create solutions that work for owners and end-users while also contributing to the wider society.

By blurring boundaries and utilising the power of our in-house computational modelling and research team, our approach is to design and deliver projects based on the way people use and enjoy buildings, spaces and cities.

17

Cities all oriented
around the practice
of People Architecture

6

Regions across
the globe



GRADUATE PROGRAM

GRADUATE PROGRAM

The Graduate Program as an excellent opportunity for graduates to begin their careers with a global architectural studio specialising in Architecture, Interiors and Master planning.

At Woods Bagot, we believe in 'People Architecture' – the celebration of diversity across cultures, propelled by a shared sense of empathy where the values of end users and the values of design are one and the same. That's why we look for innovative and creative graduates who want to meaningfully contribute and actively engage in what has been described by our CEO as 'a 150-year old start up business reliant on inclusivity, diverse perspectives and incredible thinkers'.

The program, which commences in February 2023, offers 13 graduate positions in both Architecture and Interior Design disciplines in our Adelaide, Auckland, Brisbane, Melbourne, Perth and Sydney studios.

You will be exposed to many facets of architecture and design, from working through design detailing with Project Leaders, to participating in design reviews. Working on a variety of projects from large scale mixed use to hospitality or workplace, you will be nurtured, mentored and coached by senior, talented industry leaders.

Your development will begin with our on-boarding experience and continue throughout the life of your career at Woods Bagot. Our approach to your professional growth will give you scope to align career development to your own individual career aspirations. Graduates can expect that the Program will significantly develop their knowledge, technical skills and passion for the discipline. Woods Bagot also offers our employees a range of benefits beneficial to you, personally and professionally, including being able to work flexibly and differently, well-being programs, professional memberships, support for architectural registration, and opportunities to work on global projects.

Our approach to your professional growth will give you scope to align career development to your own individual career aspirations.

Woods Bagot looks for final year graduates from Architecture (Masters) and Interior Design. Candidates must be able to demonstrate:

- Academic excellence and achievement — Master of Architecture (for Architects) and Bachelor of Interior Architecture (or equivalent) with a Credit average or above
- Energy and passion for the discipline with evidence of an innovative and curious approach
- Excellent communication skills
- Strong interpersonal skills
- A service-oriented approach
- Enjoy working within a collaborative team environment but can also work independently. You may be able to demonstrate this capability through examples of your extra-curricular activities and/or work experience

Desirable:

- Some exposure to Revit and Rhino
- Previous exposure to an Architecture practice

Applications open Monday October 31, 2022 and close Friday November 18, 2022.



Caitlin Wallace
Graduate of Architecture

About Me

I started working at Woods Bagot in 2021 through the Grad Program. I finished my studies in 2019 at Monash Uni and had no prior professional experience. I was drawn to Woods Bagot for their array of different project sectors, as I was not sure what kind of architecture, I wanted to focus my career on, and since have had the opportunity to work on projects in the Civics and Events, Education, Transport and Commercial Sectors. I am passionate about the future of Architecture and the Environment. Since starting my position at Woods Bagot, I have gained extremely valuable experience that will help me throughout the rest of my career. My favourite part about working in a large firm is the collective knowledge, there is always someone highly qualified to help you with whatever questions you might have. It's a fabulous place to start your career.

Experience

- Southern Futures Forestry Building - University of Tasmania, Hobart, TAS, Australia
- Melbourne Airport - T3 Development, Melbourne, VIC, Australia
- Festival Hall, Melbourne, VIC, Australia
- Melbourne Business School - Melbourne, VIC, Australia
- Melbourne Quarter Tower, Melbourne, VIC, Australia

Qualifications

- Bachelor of Architectural Design, Monash University
- Masters of Architecture, Monash University



Mitchell Stack
Graduate of Architecture

About Me

I completed my Masters in 2020 at Melbourne university and started the Grad Program at Woods Bagot in 2021. I had previously worked primarily on residential architecture for 3 years whilst completing my studies. Woods Bagot offered the opportunity to engage with different scales and typologies of architecture as well as exposure to large teams with a diverse range of expertise. This has given me the opportunity to learn from others and coordinate my role on large projects as well as being given a large degree of responsibility and ownership over key parts of projects in varying stages of the design process. Given the early stage of my career, this level of exposure has served to broaden my understanding the different scales and areas of expertise required in delivering great projects.

Experience

- Elsternwick Apartments, Elsternwick, VIC, Australia
- Melbourne Quarter Tower - Retail Pavilion
- Melbourne Quarter Tower
- Gore Street Apartments, Fitzroy, VIC, Australia Melbourne Quarter Tower, Melbourne, VIC, Australia
- Melbourne Airport - T3 Development. Melbourne, VIC, Australia

Qualifications

- Bachelor of Environments. University of Melbourne
- Masters of Architecture, University of Melbourne



PORTFOLIO

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PORTFOLIO GUIDE

As a student, it is hard to know what the architecture industry looks for when evaluating a portfolio. Why not use this opportunity to gain some insights into that?

Portfolio

Within most professions, CV's or resumes are generally accepted as the best way to set out your qualifications and work experience. However, this is not true for all industries! Especially when it comes to architecture.

A portfolio is an incredibly powerful tool which is used by architects and designers to both record and communicate a clear range of skills, knowledge, and experience.

It should provide an insight into your personality, your interests, your work style. Don't be afraid to show who you are and what you are capable of!

Whilst demonstrating your design knowledge and capabilities is important, there are many other factors to consider in a portfolio which will separate you from the rest. Here are some great tips for producing a stand-out portfolio:

1. Think about presentation
2. Know your audience
3. Outline your role
4. Demonstrate your technology skills
5. Watch out for size
6. Make it personal

Generally, a portfolio should be A3 landscape. Note: This is certainly not to say you can't experiment with different

layouts! But, for ease of printing & binding it would be strongly advised.

It would be extremely rare (nigh almost impossible) to get a job in architecture without this document. So, all we can say is... get used to it!

CV

If the portfolio demonstrates your design knowledge and capabilities, then what communicates your experience and accomplishments? Every portfolio needs an accompanying CV which shows:

- Experience
- Accomplishment
- Awards
- Education
- Industry involvement
- Interests
- References

Note: Include your software skills in your CV. Even be so bold as to give yourself a rating! It helps to know what your good at.

Cover Letter

Lastly, to add a professional touch to your portfolio you will need to add a personalized cover letter. This should provide us with a high-level indication of who you are, what your experience is, and why you want to work for us.



01

THINK ABOUT
PRESENTATION

Design your Portfolio



02

KNOW YOUR
AUDIENCE

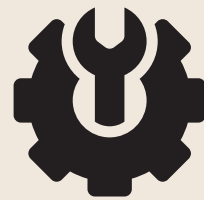
Customize to the Office



03

OUTLINE YOUR ROLE

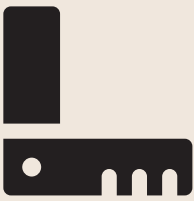
What did you do on the
project?



04

DEMONSTRATE YOUR
TECHNOLOGY SKILLS

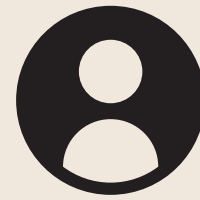
What software do you use?



05

WATCH OUT FOR SIZE

Don't make it too big



06

MAKE IT PERSONAL

What makes you tick?

01

Think about Presentation

It's 6:59pm on a Sunday night. You're at home on the couch trawling through Netflix looking for something to watch. You see a movie with an exciting cover, so you click down on your remote and read the description. The movie might not be any good, but it got your attention. An architecture portfolio is no different! Portfolios with an attractive presentation overpower folios with amazing projects. Luckily, there are many ways to improve the presentation of your portfolio:

1. Less is more! The more work you put in your portfolio, the less time the reviewer has to appreciate each individual project.
2. Think about your portfolio as a reflection of yourself. It's more than just a compilation of your work, it tells us who you are!
3. No decision should detract from the projects. Font sizes should be consistent, layouts should share a design language, colour shouldn't be the main focus. Your folio is like a gallery and your work - the art.
4. Include a visual summary of your work at the beginning with page numbers. This will help reviewers navigate quickly to each page.
5. Demonstrate a mastery of structure, proportion, hierarchy, and scale. If you can do this in your portfolio, you can do it in architecture.
6. It should be clear when one project finishes and another project starts. Include visual breaks between projects or clear distinctions.
7. Show us your graphic design skills! Architects put presentations together all the time. An ability to use InDesign is received very favourably.

02

Know your Audience

Your portfolio should be catered towards the office your applying for. A portfolio you send to a small scale residential firm should be different to a portfolio you send to a larger office which focus' on large scale education projects.

Research the company! What is their design philosophy? Include projects which demonstrate you align with their brand.

03

Outline your Role

You should include a mix of individual work as well as collective work in your portfolio. We want to know that you can think for yourself and work as part of a team!

For collective work is important to communicate how you have contributed to each project. Did you do the images? Did draw the sections? Perhaps you modelled the context?

04

Demonstrate your Technology Skills

In the modern-day, architecture is all about technology. Having knowledge across a wide range of architecture software makes you a valuable resource. Your portfolio should therefore aim to demonstrate that you are proficient in:

- Hand sketching
- Model making
- Detailing
- Visualisation
- Graphic design
- CAD skills
- 3D modelling

You can even take this one step further and indicate what software you used on each project. Was it Rhino? Revit? InDesign?

Although understanding technology and software is essential, you should know that sketching is still a valuable part of the design process. Showing that you can communicate your ideas with a quick sketch is vital and is becoming harder to find in today's applicants.

05

Watch out for Size

At any given time an architecture office can receive countless portfolios. Realistically, your portfolio will be looked at for no more than 1-2 minutes before being put down for the next one. Some tips to keep your size down:

- › Put your best projects first
- › Close with something good
- › A 40 page document is way too long!
- › Quality over quantity

Make sure your file size is no larger than 10MB (15MB max) to enable it to be sent easily via email. Don't send a JPEG or a PNG. Send a PDF!

06

Make it Personal

There is a common misconception that architecture is just about designing buildings. And as a result, we often see folios which communicate only that; building design. But architecture is about so much more than that!

Culture is extremely important to any architecture practice. We, ourselves, love to have new personalities and interests in the office. It's what makes coming to work enjoyable!

Always try and add a personal touch to your portfolio.



INTERVIEW

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INTERVIEW GUIDE



Congratulations, you've made it past the first hurdle. Next stop; the interview! But how do you make sure that you shine at the interview and get that job offer?

The best portfolio in the world is nothing without a good interview to match it! How you present in an interview says a lot about you as a designer.

What is the interview process?

This will differ depending on which architecture office you apply for. At Woods Bagot we have a gateway process:

1. Talent Acquisition (phone)
2. Studio Leader (email)
3. Sector Leader (in-person)
4. Project Leader (in-person)

How do you prepare for an interview?

"Before anything else, preparation is the key to success"

- Alexander Graham Bell

Luckily for you, there are a handful of things you can do to prepare for your interview. In summary:

1. Dress appropriately
 - You can recover from over-dressing, but you can never recover from under-dressing!
 - In saying that... There should be no need to wear a suit. You're applying for a creative industry
2. Don't be late
 - Find out where you are going
 - Better to be early and stress free

3. Bring your CV & portfolio

- Don't give them any excuse not to remember you

4. Do some research

- What sectors does the company work in?
- What are some of their projects?

5. Practice your answers

- What do you want to get across?
- Why you?

6. Prepare questions

- Remember: You are interviewing them just as much as they are interviewing you!

What should you expect on the day?

Although each interviewer is different, there will always be some key questions you should prepare to be asked:

- Tell us about yourself?
- Why did you leave your last job?
- What are your salary expectations?
- What are your weaknesses?
- Where do you see yourself in 5 years?

What do you do after the interview?

Save yourself the anxiety of nervously waiting to hear back:

- Ask during your interview about the timeline or process. What happens next?

INTERVIEW EXAMPLE



Jack Grant Talent Acquisition

I work in Talent Acquisition for Woods Bagot across the Australia and New Zealand regions. For almost all people looking to join Woods Bagot in these regions, I will be the first person you speak to about potential employment. In my role, I seek to find specialists, leaders and future thinkers who align with Woods Bagot's core values and will contribute to a strong culture of excellence and design.

01 Why do you want to work at W-B?

Answer

You should be able to demonstrate an understanding of Woods Bagot values. What do you know about the company? If you appear to be knowledgeable and interested in what we stand for then we know you'll approach your work with the same rigour.

02 What drives you?

Answer

I'm looking for drivers which demonstrate that you will contribute to the culture of the studio and want to be part of a team. Is it comradery? Is it learning new things? Maybe you could tell me a story about why you want to be an architect? Give me a piece of yourself!



Sarah Ball Hub Leader

I am a Hub Leader at Woods Bagot for the Melbourne, Adelaide, and Auckland studios. Through my experience in education & research environments, I have amassed significant knowledge of pedagogy, new generation learning & research spaces, technology, and academic workplaces, underpinned by my commitment to research. My core strength lies in developing symbiotic relationships with clients and managing complex projects, often with multiple stakeholders.

01 What did you find most enjoyable at university?

Answer

We want to know that your engaged and curious. It can be architecture related if you want... but it doesn't have to be! It might be that you were part of a sports team, or you fell in love with an elective subject you were studying. Learning about who you are and what you enjoy will help us see how you'll fit within our studio.

02 What did you find most challenging at university?

Answer

We want someone who is honest and open. Someone who doesn't just see challenges as an obstacle but an opportunity to grow. Maybe you found it hard managing confrontational team-members? What did you learn from the experience? How would you manage it in the future? You don't have to have all the answers! None of us do.



Bruno Mendes Sector Leader

I am a Sector Leader at Woods Bagot for the Civic and Events sector. My approach to architecture applies a comprehensive knowledge base spanning from conceptual design through to project delivery across a broad range of sectors. I am committed to knowledge, research, and the challenge of design methodologies via a commitment to lecturing and tutoring at RMIT University.

01 What are you passionate about?

Answer

We want to know who you are and what makes you special. Be authentic! Pick something you are knowledgeable about. This is a really good opportunity for us to get to know you. Extra points for demonstrating commitment to your passion.

02 Where do you see yourself in 5 years?

Answer

Are you a goal-oriented person? Are you driven? The answer to this question helps us get a sense if your goals align with the role you are applying for. Remember, we want you to be ambitious! But make sure you talk about things that you will actually be able to achieve!



Clare Connan Project Leader

I am a Project Leader at Woods Bagot in the Education and Science sector. My expertise in leading management and coordination of large projects includes the stakeholder engagement process, the co-ordination of engineering sub-consultants, and the delivery of high quality technical documentation on design driven award winning projects. I have also taught at RMIT University for the Architecture Faculty, been a teacher for the AIA PAWS (now PALS) series, and have been a mentor in the AIA Constructive Mentoring program.

01 What questions do you have for us?

Answer

Having questions for us makes you look interested, enthusiastic and engaged. It demonstrates your level of interest in the organization. Having no questions gives the appearance that you are indifferent about Woods Bagot. Avoid asking questions that you should already know from your research!

02 What are your greatest strengths?

Answer

I'm looking for strengths that are less frequently mentioned in interviews. In other words, highlight strengths besides your communication, teamwork and collaboration skills. What makes you special? Is it your resilience? Give me examples of when you demonstrated these strengths.





NETWORKING

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NETWORKING GUIDE

It is through the process of meeting new people that relationships are built, and connections are made. The more networking contacts you make, greater the chances are that you become known in our industry or learn about future career opportunities.

To put it simply, networking is the action of interacting with others to exchange information and develop professional or social contacts.

Whether you're a student, a graduate, or even a registered architect at Woods Bagot, networking can provide you with countless opportunities to help you progress in your future career.

Some of the benefits of networking are:

1. Raising your professional profile

Regularly attending professional and social events will make people notice you.

"It's not what you know or who you know, but who knows you."

- Susan Roane

2. Getting access to job opportunities

When we are looking to hire new staff, we always ask around the office for recommendations before we put an add out on our website. Actively participating in networking events helps to keep you at the forefront of people's minds when opportunities such as job openings arise. It also increases your likelihood of receiving introductions to potentially relevant people in the industry or even gaining a referral.

3. Receiving career advice

Everyone needs career advice. Meeting people who are at different stages of their career can help you craft your own pathway. Maybe you want to be a designer? Maybe you want to lead projects on site? Find out how other people have got to their position. What was their pathway?

Don't be afraid to offer your own advice as well! Helping your peers sets a strong foundation for receiving support in return when you need it.

4. Learning about latest developments

As technology continues to develop at a rapid pace, so does the architecture profession! Networking is an excellent way to share knowledge about the latest industry developments and/or software updates, keeping you up-to-date and ahead of your peers.

5. Developing communication skills

Networking isn't easy by any stretch of the imagination. Meeting new people can be hard... but by continually putting yourself out there and stepping outside your comfort zone, you are building social skills which will be invaluable to your architecture career.

06
Networking



NETWORKING EXAMPLE

01 Attend a Networking Event

Answer

Connecting with people is not only a recommendation to help you get ahead, but a necessary part of every architect and designer's career.

Think about networking as an opportunity to meet peers, make connections, build relationships - all which will help down the line when you are looking for a job. Some examples of networking events:

Industry Events:

- W-B x SONA Industry Engagement Night
- Swinburne Folio Seminar
- DES Industry Night

Education Events:

- MPavillion
- University EOY Exhibitions

Architecture Events:

- UniMelb MSDx
- Architects Declare Events
- The Architecture Symposium
- Open House Melbourne

Design Events:

- Melbourne Design Week
- Melbourne Film Festival
- Melbourne Now

Supplier Events:

- ArcAgency
- Equinox Evolution
- Trade Show for Designers
- Sculptform

02 Join a Club / Network

Answer

Being part of a club or a network is not just a great way to meet people and expand your network. It helps you gain practical experience in areas that are different to what you're studying. Areas which are just as important to a successful architecture career as design are:

- leadership
- communication
- problem-solving
- teamwork
- management
- finance

Since the Covid-19 pandemic, office culture has become more important than ever. Having some level of contribution towards a club or a network suggests that you would also contribute to office culture.

Clubs:

- Monash Art Design Architecture Student Society (MADASS) | Monash University
- A+B Student Society | Deakin University
- RMIT Architecture Student Collective (RASCoI) | RMIT University
- Swinburne Architecture Students Association (SASA) | Swinburne Uni
- Design Student Society (DES) | Melbourne University

Networks:

- Student Organised Network for Architecture (SONA) | Australian Institute of Architects (AIA)
- Emerging Architects and Graduates Network (EmAGN) | Australian Institute of Architects (AIA)

03 Keep a Social Network

Answer

Nowadays, having an online presence is more important than ever.

Websites like LinkedIn function as a giant notice board for jobs with a sea of recruiters always on the hunt for new talent. It provides you with the ability to showcase your values, connections, and expertise to the world.

LinkedIn is also an incredible tool for keeping a tab on what people you know are doing in their professional career. Think Facebook but with a resume!

Our advice: Stay active on social media! Liking posts, or pictures lets people know you are still part of the conversation.

04 Work Experience

Answer

Let's face it, you can only learn so much from going to university! Getting out there and getting real life experience is invaluable for your architectural education, and, in the context of networking, provides you with an opportunity to make connections with people in the industry.

Courses do not directly teach all skills that are essential for the real world. How do architecture firms use Revit? How do you run a design team meeting? How do you work alongside a mechanical engineer?

Another consideration, let's face it, is that employees want people with experience. Work experience is a great opportunity to get your foot in the door. And who knows? It could even lead to full-time employment!

04 Keep in Touch with Peers

Answer

Some of the most important contacts you will have throughout your career will be the people you went to university with.

All the impossible deadlines, the late nights, the broken models. They all give you a shared history. Don't take this for granted!

Who knows... It might even lead to a job one day.

Interactions with your classmates creates possibilities that one of them may share information about a job opening where they work. This doesn't just make you aware of the position, it also gives you a connection who might be able to serve as a reference during the hiring process.

05 Tutor at University

Answer

It is a common misconception that the only person who benefits in a tutor/student relationship is the student. Tutors gain a wealth of benefits from educating young architects across a wide range of subjects which include:

- Building a solid foundation
- Developing transferrable skills
- Broadening your knowledge spectrum
- Learning to be a leader

Participating in architectural education demonstrates to a potential employer that you're passionate about what you do and are willing to give back to the architecture community! It's also a great way to meet new people and raise your professional profile.

Australia & New Zealand

Adelaide

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