

Role:	Architectural Graduate
Reporting to:	Karen Alcock, Principal, and Project Architect
Salary:	Commensurate with experience
Hours:	Full time, 37.5 hours per week
Location:	25 William St, Cremorne

About us

MAArchitects (MAA) is a small-to-medium sized practice specializing in residential, mixed use and commercial architecture and interiors. MAA's projects are designed to be engaging and memorable. They have a sense of place and integrity, instilling in them a solidity that allows them to age gracefully in their neighbourhoods.

About the role

We are looking for a passionate architectural graduate. The Architectural Graduate will work within project teams, directly under either the Project Architect or Principal, to assist with the efficient and professional delivery of projects.

The Graduate 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 Architectural Graduate to apply themselves to each task they are asked to complete as this will ensure their continual development within the practice and eventual registration.

Work experience, skills and qualifications

- 3+ years full time as a Architectural Graduate
- You have experience with multi-residential and single residential (renovations and new builds)
- You have experience in client facing, maintaining & developing client relationships
- You have experience in coordinating and liaising with the project team, clients, consultants and contractors
- You have strong ArchiCAD skills
- You are proficient in Adobe Creative Suite
- You have exposure to construction documentation and detailing, liaising with consultants & contractors

Personal qualities & behavioural traits

- You demonstrate initiative and proactive approach to daily tasks
- You have strong verbal and written communication skills
- You have excellent personal presentation. You must be professional, friendly and calm
- You can manage sensitive and confidential information

Responsibilities & duties

- You will be able to undertake design projects from concept design through to completion, including research and review of authority regulations and site constraints
- You will liaise with Clients and relevant Consultants and Authorities
- You will prepare construction documentation under the supervision of the Project Architect / Director
- You will ensure in-house documentation is up to date
- You will assist the Project Architect with Contract Administration tasks eg. Site visits, meeting minutes.

Training & Self Education

You are responsible for 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 complete 20 hours of recorded PD per year. Staff are required to complete a Professional Development Log throughout the year and submit it every 6 months.

MAA will fund attendance at seminars, lectures etc. as appropriate.

Applications

Submit your applications including cover letter, resume and sample folio to applications@maarchitects.com.au by 20 November 2020.