

# Project 12 Architecture

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## Practice Description:

Project 12 Architecture is a small design led practice specialising in residential and educational architecture, based in Carlton North. We are a collaborative and social practice, who are passionate about architecture and design. We provide an inclusive and supportive work environment for our staff and actively promote a healthy work life balance. We are looking for someone who can fit into our friendly and casual work environment, who is dedicated and has an eye for detail.

Our current workload includes educational and single residential projects.

## Job Description:

- Senior Project Architect working on educational and residential projects
- Working across all stages from master planning through to completion
- Managing project deliverables, including design packages, documentation, reports, and schedules
- Working directly with clients and key stakeholders
- Managing and coordinating consultants, sub-contractors, and construction team
- Salary will be commensurate with level of experience and skill

## Essential Skills and Experience:

- Minimum 7+ years' experience
- Familiarity with Department of Education and Training (VSBA) and educational projects ideal
- Ability to manage and work on a project autonomously across all stages
- Strong ArchiCAD experience preferable
- Proficiency also in AutoCad, Adobe Creative Suite and Microsoft Office required
- Strong understanding of construction and detailing -
- Ability to independently produce and coordinate documentation packages, including consultant information
- Excellent verbal and written communication skills
- Ability to work collaboratively with directors, other staff and wider project team
- Good organisation and time management skills and ability to work to deadlines

## Application:

Candidates should send their CV and PDF portfolio (max 6Mb) to [info@project12architecture.com](mailto:info@project12architecture.com)  
Please send CV's by Friday 7<sup>th</sup> August.