

RE: PART-TIME STUDIO MANAGER ROLE

Sibling Architecture is looking for studio manager. The position is a 2-3 day/week role, where you will be responsible for the operations and administration of our busy and dynamic practice.

Why work for Sibling

Sibling Architecture is one of Australia's freshest design practices founded in a spirit of collaboration. This social desire to engage in open debate, and with contemporary architectural practice, is reflected in our strong mix of projects in the educational and cultural sectors, and underpinned by our experience in architecture, urban design, landscape architecture and interior design. We are seeking someone interested in leading a variety of projects in scale, type and sector: from educational and civic buildings, to urban design, residential architecture, design research and exhibition design.

The ideal applicant will be a pro-active, highly organised and resourceful person and have had experience working in similar roles within architecture or related industries. Architects looking for a change in the conventional role are welcome to apply.

You will need to demonstrate:

- Coordinate the smooth running of the studio
- Be accountable for all office operations including, reception duties, answering phones, greeting clients
- Work with our IT consultant to manage IT/technical issues
- Work with our accountant to reconcile expenses and payment requests, communicate invoices for payment
- Manage QA and Oh&S systems
- Manage HR procedures and assisting in resourcing
- Organise events and studio activities
- Coordinate travel schedules as required

To apply for this position, please forward your CV and portfolio with Studio Manager in the subject heading to sister@siblingarchitecture.com prior to Tuesday, October 5th. Interviews will be held after this date.