

# BOMPAS & PARR

## **Part II Architectural Assistant Job Description – Permanent** **Start date: Middle of May or sooner**

Bompas & Parr is looking for a Part II to assist the design department within the events team. This challenging and stimulating role will include working on several areas on a wide variety of projects, from creative ideation to live delivery and execution. As well as working on events there will also be the opportunity to work on more traditional construction projects. PEDR forms will be signed by Harry Parr (ARB).

### **Objectives**

- To successfully deliver creative and original design across diverse projects, supporting and developing the company's capability to deliver spectacular concepts

### **Creative responsibilities**

- Generate 3D models using Rhino
- Generate 2D CAD drawings
- Generate presentation renders and visuals using Photoshop and Rhino
- Graphic design and artworking to include layout of proposals and creation of mood boards
- Sample making and production mock-ups
- Produce creative for visual treatments
- Create hand drawn sketches
- Set design and dressing, to include prop making and purchasing
- Compile client presentations in InDesign
- Be informed of any relevant creative developments within the design/architectural/food industry

### **Project management responsibilities**

- Liaise and manage all project third party contractors and suppliers ensuring they build to brief, spec, expectation and deadline
- Prepare and compile copy for proposals and presentations as required
- Ensure the Architectural Design Manager and project leads are kept up-to-date with all creative / technical project developments
- Work to scope fees and production costs
- Reconcile company card expenses at the end of each month
- Assist with writing scopes, fees, production costs and submitting invoice requirements to the finance team

### **Required experience**

- Part II Architecture degree
- At least two years' firm / agency / industry experience

- Previous experience managing fabricators and contractors
- Competent working with Adobe software including InDesign, Illustrator and Photoshop
- Good working knowledge of Microsoft Office
- 3D modelling skills working with Rhino
- Physical model and prop making
- Advanced research and development techniques
- Ability to think creatively and problem solve independently through design
- Excellent written and verbal communication skills

### **Skill expectation**

- Flexibility and the ability to adapt to changing circumstances
- Exceptional time management, planning and meticulous attention to detail
- A can-do attitude combined with passion, energy, care and enthusiasm
- Ability to exceed client expectations continuously

### **General**

- To undertake any other duties as may be reasonably required
- To be able to speak knowledgeably and articulately about all aspects of the work of Bompas & Parr and to support the organisation's principal aims and objectives
- To communicate regularly and effectively with the Architectural Design Manager and Directors and to seek support from appropriate staff at the earliest opportunity should problems arise

### **Salary: Negotiable**

If you are interested in applying for this post, please email [work@bompasandparr.com](mailto:work@bompasandparr.com) with the following:

- A copy of your current CV
- A cover letter detailing why you feel you are a suitable candidate for this job
- PDF portfolio no more than 15/20 pages in length and 6MB in size
- Confirmation of earliest possible start date