

Call for Applications: STUDIO FIRST Technical Coordinator/Studio Assistant

The STUDIO FIRST non-academic program invites applications for the position of Technical Coordinator/Studio Assistant for the summer of 2024. **This call is limited to candidates from the Azrieli School of Architecture & Urbanism at Carleton University.**

Dates: STUDIO FIRST 2024 will deliver two online sessions: May 14-June 18 and June 25-July 30. The Technical Coordinator/Studio Assistant will work both sessions.

About STUDIO FIRST: <https://architecture.carleton.ca/non-degree-programs/studio-first>

About the role: The Technical Coordinator/Studio Assistant will:

- Setup, coordinate, and manage all aspects of online delivery (Zoom, Figma, and Slack)
- Serve as a studio assistant
- Facilitate all extra-curricular activities, including portfolio workshops and guest lectures
- Participate in reviews of student work
- Prepare digital graphic materials
- Participate in occasional planning and promotion activities

This is a non-union position. Candidates will work closely with the STUDIO FIRST Academic Coordinator, the Special Programs Officer, and the teaching team. The job offers competitive pay.

Qualifications: This position is suitable for Master of Architecture students and MArch graduates. It requires a high degree of technical competence, interpersonal skills, and judgement. The ideal candidate is both a team player and able to take initiative and work independently.

To apply: Please send a cover letter and curriculum vitae in **one** PDF document to mariacook3@cunet.carleton.ca

Application deadline: January 18, 2024

Questions? Please contact Maria Cook at mariacook3@cunet.carleton.ca

Carleton University is strongly committed to fostering diversity within its community as a source of excellence, cultural enrichment, and social strength. We welcome those who would contribute to the further diversification of our University including, but not limited to: women; visible minorities; First Nations, Inuit and Métis peoples; persons with disabilities; and persons of any sexual orientation or gender identity and expressions.