

Call for Applications: STUDIO FIRST Studio Assistant

Application Deadline: January 15, 2025

The STUDIO FIRST non-academic program invites applications for the position of Studio Assistant for the summer of 2025.

This call is limited to candidates currently enrolled at the Azrieli School of Architecture & Urbanism at Carleton University.

STUDIO FIRST 2025 will deliver two **online** sessions: May 13-June 17 and June 24-July 29.

The Studio Assistant is required to work during studio sessions, working directly with students on project development, offering feedback, and supporting the lead instructor as needed. Studio assistants need to be available for about **90 to 100 hours**, including about 80 hours of class time over five weeks **for one session**, with additional meetings and support hours as needed.

Applicants may apply for **one or both** sessions, which will take place entirely on Zoom.

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

The Studio Assistant will:

- attend all in-studio sessions
- serve as a studio assistant to the project leads throughout the course
- engage in desk and project reviews and provide guidance, support, and feedback to students
- facilitate skills development across analogue and digital techniques
- report student progress to instructors
- participate in occasional planning and promotion activities for STUDIO FIRST
- attend all project reviews
- assist students outside of class time, on occasion and as needed, to help guide them in their work through Zoom meetings and/or providing written feedback on their posted work
- assist the Technical Coordinator with the portfolio workshops for each session and attend the workshops to help provide feedback
- assemble jpeg images of best work at the end of each of the three projects

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 pay is \$3,021.20 per session.

Qualifications: This position is suitable for graduate (M.Arch or PhD) students **currently enrolled** at the Azrieli School of Architecture & Urbanism. Ideal applicants will demonstrate:

- the ability to be flexible and responsive in a dynamic teaching environment
- awareness of the nuanced complexities of career transitions
- technical skill sets across analogue and digital techniques
- the ability to engage students in a variety of conceptual and technical objectives
- strong design instincts and a nimbleness to support students creatively on their own ideas
- high standards for rigor and development of work

To apply: Please send the following as **one combined PDF document (no larger than 20MB)**, the following to Maria Cook (mariacook3@cunet.carleton.ca):

- 1) A cover letter outlining your interests in the position, your relevant experience, and the **session(s)** you are applying for;
- 2) A curriculum vitae (3-5 pages maximum);
- 3) A portfolio illustrating your design and/or fabrication skills. The portfolio may include a **maximum of 10 pages or spreads** with care given to the layout, quality of work, and overall design of the portfolio.

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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.