

Call for Applications: STUDIO FIRST Technical Coordinator/Studio Assistant

Application Deadline: January 15, 2025

The [STUDIO FIRST](#) non-academic program invites applications for the position of Technical Coordinator/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 on Zoom.

The Technical Coordinator/Studio Assistant will work both sessions, with additional coordination work required within the two weeks prior to the beginning of the first session, and some wrap-up work to be completed after the end of the second session.

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

The Technical Coordinator/Studio Assistant will:

- Setup, coordinate, and manage all aspects of online delivery (Zoom, Figma, and Slack) leading up to and during the sessions.
- Serve as a studio assistant during studio class, providing feedback to students on their work and assistance to the instructor as required.
- Facilitate all extra-curricular activities, including portfolio workshops and guest lectures.
- Deliver an introductory lesson, prior to the official start day of each session, to introduce participants to the tools and software that will be used throughout the program.
- Be the “point of contact” during the program for students who have questions or need additional support outside of class hours, should occasional needs arise.
- Manage attendance and day-to-day logistics of the course.
- Manage communications with guests and students.
- Participate in reviews of student work.
- Participate in occasional planning and promotion activities.
- Attend all STUDIO FIRST classes, lectures, and sessions, with additional coordination tasks to be completed before and after each engagement.
- Set up the feedback survey and produce the certificates of completion.
- Run two portfolio workshops per session to help students learn how to assemble a portfolio (using InDesign, organizing files and editing images, labels and text and layout, do's and don'ts, show examples of portfolio work etc.), and provide feedback on their portfolio work. (Guidance on this will be provided by the Academic Coordinator).

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 \$6,042.50 per session.

Qualifications: This position is suitable for graduate students (M.Arch or PhD) **currently enrolled** at ASAU. It requires a high degree of technical competence (including knowledge of digital programs), interpersonal skills, leadership, organization, and judgement. Ideal applicants will demonstrate:

- excellent organizational and leadership skills
- 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
- ability to be a team player, but also take initiative and work independently.

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

- 1) A cover letter outlining your interests in the position and your relevant experience;
- 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.