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# Job Description: Architectural Consultant

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Date

12/01/2022

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Reporting to Malcolm Reading Consultants Directors and senior team

## Role summary:

**Unique opportunity for a role in an expert team selecting talented designers for landmark projects around the globe. Candidate should be attuned to exemplary design in the cultural, education and masterplanning sectors, and bring their knowledge and skills to deliver high-quality design competitions.**

**We work as a team and value strong analytical and research skills, as well as an eye for design excellence.**

**You can look forward to a highly supportive work environment and involvement in many diverse projects at one time, with direct access to senior leadership in top client organisations and leading design firms.**

**You will be prepared to show initiative, run client meetings, draft high-quality competition materials, undertake international travel and, ideally, be fluent in written and spoken Arabic. This role is initially remote working.**

## Research briefing + competition preparation

- Research and draft design brief content, extracting key architectural information from client and project materials, such as feasibility studies, masterplans, and urban design documents (including the creation of translation summaries of documents provided to us in Arabic only).
- Analyse baseline materials, including written and visual assets, baseline briefing documents and appendices.
- Prepare diagrams/plans/sketches/maps and other architectural visuals and support Graphic Designer in the preparation of flyers/design briefs, particularly around the combining of visual and narrative.
- Provide support to the writers in the office to access the architectural content within the baseline materials for design briefs.
- With increased experience, take leadership of content development alongside writers.
- With increased experience, input to and development of MRC's network of global architectural and design studios.

Registered in England & Wales. No 4409944

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## Competition management

- Bring clarity and organisation to all aspects of the day-to-day management of assigned projects, including liaising with client team, competition entrants, finalist teams, Jury, Technical Panel and stakeholders.
- Arrange and attend meetings, and contribute to agendas, minutes and successful outcomes.
- Establish trust with client team, stakeholders and competition participants, committing to open and honest communications.
- Prepare, check and coordinate interactions during competitions such as site visits and briefings and design workshops, and provide support to jury administration, reviews, and decision making.
- Process submittals and work with file formats like CAD and 3D models.
- Support MRC colleagues as needed; report and communicate daily/weekly progress on projects.

## Skills and competencies

- A degree in architecture, or equivalent
- Able to read at speed and quickly absorb and analyse complex architectural information
- Fluent written and spoken Arabic (including Modern Standard Arabic and, ideally, understanding of Hejazi and/or Najdi dialects)
- Research skills
- Writing skills
- Numeracy
- Strong visual and graphic skills including InDesign and Adobe Creative Suite
- Design software skills including CAD, such as Vectorworks (ideally), Autodesk CAD or other CAD packages such as Sketchup; 3D modelling skills would be advantageous.
- Good organisational skills
- Good communication and interpersonal skills
- Attention to detail

## Key attitudes of mind & experience

- Three to five + years' experience post RIBA Part 2 or equivalent; research/consultancy experience advantageous
- Hard-working and conscientious with persistence and initiative
- Attuned to high-quality design
- Ability to handle multiple projects simultaneously, and take responsibility
- Team player attitude – no job too big or small
- Willingness to travel internationally; ability and willingness to travel within the Middle East

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### Standards

- Comply with all Health and Safety requirements as directed by the company
- Conform to the agreed company dress code
- Conduct business in an ethical manner with all clients
- Respectful of work colleagues

*This job description is a guide to the nature of the work required in this role. It is not wholly comprehensive or restrictive and does not form part of the contract of employment*

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