

JOB DESCRIPTION

JOB TITLE: EPPIC scheme placement: Architectural Graphics

LOCATION: London

DIVISION: Architectural Graphics

DEPARTMENT: Research

STATUS: Placement

RESPONSIBLE TO: Helen Jones

OVERALL PURPOSE OF THE POST:

The placement offers a training opportunity, to develop skills within this specialist area of archaeology.

This specialism involves the production of high quality and informative architectural drawings, maps and illustrations for publication, dissemination and display.

MAIN DUTIES AND RESPONSIBILITIES:

During the course of this placement the post-holder will be offered the opportunity to acquire skills in the following areas of expertise:

- The organisation and execution of a drawings programme using computer-aided and manual drawing techniques.
- The design and preparation of measured line drawings for publication. These will include: plans, sections, elevations, 3D projections, details and maps. They may be based on measured survey and/or existing drawings, together with information supplied from documentary sources.
- Production of a finished artwork for the printer, either digitally (which will include EPS and PDF files), or as hard copy.
- Production of measured drawn surveys of historic buildings and sites, supplemented by instrument survey and photography when necessary.
- Production of artwork for publicity material, reports, and displays.

The training will be delivered on a mentoring/tutoring basis. The post holder will be encouraged to attend relevant training courses, seminars and conferences, as time and resources allow.

Learning outcomes and skill levels will be defined for the activities above. The placement will provide evidence towards a Level 3 National Vocational Qualification (NVQ). The successful candidate will be registered for the Qualification as part of the placement.

SALARY

£18,034 (includes London weighting)

PENSION

An employers' pension contribution of 6% of salary will be paid to the post holder. The post-holder will be eligible to join the IfA stakeholder pension scheme or may elect to have the contribution paid into a stakeholder pension of their choice.

HOLIDAY ENTITLEMENT

The post holder will receive 25 days holiday per year. In addition there are 8 public holidays. 3 days holiday must be taken over the Christmas period when the offices will be closed

SELECTION PROCEDURE

The candidates who appear from their applications to have the qualifications, experience and abilities which best match those we are looking for will be invited to interview. It is therefore essential for your application to give a full and concise description of the nature, extent and level of the graphics experience that you have had and any posts or responsibilities you have held.

Candidates must include printed A4 copies of a small selection of their work along with their C.V. and covering letter, and will be expected to bring a portfolio of work with them if shortlisted for interview.

The Selection Board will select the candidate most suitable for appointment. Their decision will be final.

All applicants should read the information in the letter to candidates *carefully* before making their application.

PERSON SPECIFICATION Professional Placement in Architectural Graphics	
ESSENTIAL	DESIRABLE
TRAINING, EXPERIENCE AND QUALIFICATIONS	
<p>Academic or technical qualifications are not an absolute requirement, but a demonstrated interest, skill, knowledge and aptitude are essential.</p> <p>Familiarity with a recognised computer-aided design system(s), and experience of handling digital material and graphical data.</p> <p>Experience is required in making measured surveys, perhaps in an architect's or building surveyor's office.</p>	<p>Relevant qualifications include: HNC/City & Guilds Certificate, NVQ in technical or architectural graphics, BA Hons, a professional qualification in architecture or building surveying.</p> <p>Experience in preparing architectural drawings and illustrations for publication.</p> <p>Some experience of recording historic buildings.</p>
KNOWLEDGE AND SKILLS	
<p>Good powers of observation and colour vision.</p> <p>Drawing skills. Some ability to represent buildings and architectural details accurately and economically in line drawings; annotated, scaled, and composed.</p> <p>Some aptitude and skills in surveying. The ability to sketch and measure buildings, including architectural details, and to produce drawings from the results.</p>	<p>Knowledge of building construction and architectural styles.</p> <p>Familiarity with Windows XP, Photoshop, Adobe Illustrator, Adobe Acrobat and Distiller are desirable.</p> <p>Good organizational skills in handling data and structuring data files.</p> <p>Awareness of the need for interpretation through drawings and illustrations.</p>
INTERPERSONAL SKILLS	
<p>Good team worker.</p> <p>Tactful, diplomatic enough to deal sensibly with owners and the wider public.</p>	<p>Show initiative and be flexible in approach.</p>
PARTICULAR REQUIREMENTS OF THE POST	
<p>Survey work often requires ladder access so good physical fitness and a head for heights are needed.</p>	