

Role Definition

Job Title: Assistant Modelmaker

Reporting to: Workshop Manager and Modelshop Partners on a day to day basis and ultimately to Senior Partner

The position is responsible for assisting in the production of high quality models, prototypes and mock-ups, preparation of exhibitions and presentation material. There will be a requirement to be able to work independently and as a part of an effective team. The position requires a high degree of responsibility, discretion and confidentiality.

Responsibilities

- Due to the nature of this position there will be a requirement to take instructions and assist Workshop Managers, Project Supervisors and Senior Modelmakers in all aspects of daily duties
- Written approval must be obtained from Modelshop Partners prior to any data/information being exchanged externally to Foster + Partners ("F+P")
- Assist with preparing exhibitions and presentations offsite as instructed by Modelshop Partners and/or Workshop Managers
- Take instructions and assist Workshop Managers, Project Supervisors and Senior Modelmakers in all aspects of daily duties
- Assist sketch model technician when required
- Assist with unloading and promptly storing deliveries of materials to the workshop
- Assist with the safe lifting and moving of models within the office campus under direction of Modelshop Partners and/or Workshop Managers
- Ensure the workshop is left in a tidy manner at the end of each day
- Report all unsafe practices to the Workshop Managers immediately
- Work to the Health & Safety (H&S) requirements
- Ensure all works are carried out using the relevant personal protective equipment ('PPE')
- Obtain written approval from Modelshop Partners before any external person/company may attend the modelshop
- Obtain written approval from Modelshop Partners before photographing models
- Need to ensure that the highest security is maintained at all times in the department (day and night) from the possibility of intruders, uninvited guests and deliveries
- Ensure all external doors remain closed, locked or restricted by F+P internal card access system
- Ensure the timely completion of timesheets, accident reports, sick self-certification forms and holiday requests (according to minimum notice periods)
- Ensure understanding of project work within F+P
- Ensure thorough knowledge of and compliance with F+P procedures and standards
- Ensure thorough knowledge of and compliance with modelshop rules and procedures
- To contribute, or otherwise assist, as required

Qualities and skills required

- Able to demonstrate ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- Qualification in architectural modelmaking
- Able to demonstrate a high level of accuracy and ability of model making skills
- Able to demonstrate a good knowledge of workshop machinery to include circular saw, band saw, pillar drill, sanding disc and laser cutter
- Able to use all relevant tools and power equipment within the H&S guidelines as necessary for the completion of projects
- Basic understanding of CAD based computer software

- Understanding of the modelshop principles at F+P
- Able to manage and prioritise tasks and time effectively
- Good written and verbal communication skills and articulate and diplomatic manner
- Good interpersonal skills and able to work independently and as part of an effective team
- Able to build good relationships at all levels, internally and externally
- Flexible attitude, willingness to learn new skills and assist others
- Able to work under pressure and to tight deadlines
- Able to demonstrate initiative and a proactive approach to daily tasks
- Excellent organisational skills
- Able to manage sensitive and sometimes confidential information
- Self motivated and able to take responsibility
- Empathy with a creative environment
- Appreciation of, and commitment to the business of the Practice
- Due to the nature of the position and the requirement to meet deadlines there will be a requirement to work additional hours as necessary

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed annually and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.

October 2010