

PA & Project Administrator

Reports to: Directors

Hours: 9am – 6pm, Mon – Fri

Salary: £24,000

Application Deadline: 9am Monday 28th August

Interviews: On a rolling basis (early applications are encouraged). Final interviews to be completed by Friday 1st September.

To apply, please send a CV (no more than 2 pages) and a short covering letter outlining your suitability for the role to post@6a.co.uk

6a architects is looking for a bright, enthusiastic and dedicated PA & Project Administrator to support the directors and wider studio in the daily running of a busy architecture practice. The position is integral to the studio and the successful individual will work closely with the two directors and colleagues, providing administrative assistance across a range of projects. German language skills will be considered favourably, as one of the directors teaches at ETH Zurich in Switzerland. The role will suit someone with a genuine passion for architecture and/or the arts who is keen to be at the heart of a fast-paced creative environment.

6a architects is an award winning architectural practice specialising in the arts based in central London. It was founded by Tom Emerson and Stephanie Macdonald in 2001 and has grown to around 35 people. The practice is best known for its contemporary art galleries, education buildings, artists' studios and residential projects, often in sensitive historic environments. Recent projects include Cowan Court, a new hall of residence for Churchill College, University of Cambridge and a Studio for the fine art and fashion photographer Juergen Teller, which has been nominated for the Stirling Prize 2017. 6a is also known for its involvement across the arts and fashion, recently designing the exhibition Disobedient Bodies: J.W. Anderson Curates The Hepworth Wakefield and a new garden for South London Gallery with Mexican artist Gabriel Orozco. The PA and Project Administrator role is diverse with a range of responsibilities, including but not limited to:

PA responsibilities

- Arranging domestic and international travel for the directors and studio
- Scheduling meetings and managing the directors' diaries in Outlook
- Drafting and responding to correspondence on behalf of the directors
- Editing essays, lectures and other texts
- Assisting with Swiss university arrangements (scheduling visiting lecturers, external events etc.)

Project Administration

- Researching, writing and formatting PPQs/EOIs
- Coordinating text and image assets from colleagues
- Liaising with the external PR firm to ensure the accurate and timely supply of press assets

- Submitting project tender and award applications online
- Layout and production of practice literature (profiles booklets, project pamphlets etc) in InDesign.
- Coordinating and assisting with press events
- Regularly updating the website

Studio Support

- Answering calls and taking messages for colleagues
- Acting as gatekeeper, screening all calls and requests to directors
- Preparing for studio visits and meetings
- Taking minutes, typing up notes and distributing actions

The successful application will have the following skills and attributes:

- A friendly demeanor and good sense of humour
- A genuine interest in and enthusiasm for architecture, the arts and the wider world
- Excellent time management and forward-planning skills
- An ability to manage multiple complex projects and diaries with changing priorities and deadlines
- The ability to act with discretion at all times
- Strong writing skills and close attention to detail in all work
- Basic Adobe InDesign skills. Other Creative Suite skills useful
- German language skills are an advantage

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