

# FRANK

ARCHITECTURE & INTERIORS

## Design Student – Job Description

FRANK, unlike other traditional architecture firms, takes an integrated design approach. Architecture and Interior design are at the heart of the work we do. We are an international, award-winning firm with a team of talented and passionate design professionals who strive to create timeless, engaging and approachable design solutions within a collaborative open studio environment.

Our expertise in projects ranges, with a strong focus on hospitality. We are particularly fond of restaurant, café, hotel and retail design as it gives us the opportunity to indulge in a research process and a level of detail that we undoubtedly love. Our portfolio includes over 200 projects that stretch across Canada and into the US.

We are seeking a Design Student to coordinate the production, administration and execution of projects. The successful candidate will have the opportunity to immerse themselves in a learning-rich experience, gaining exposure to all aspects of the design process. Rapid growth is expected as you gain an understanding of how a project rolls out from start to finish. We are looking for those who thrive in a fast-paced work environment motivated by teamwork and creativity.

### As a Design Student, you will:

- Collaborate on concept, schematic and design development with intermediate/senior designer or partner (depending on the scale of the project).
- Generate presentation material (computer models, drawings, precedent images).
- Manage project documentation delivery and maintain project records (meeting minutes and files transmitted via email).
- Production of design and construction drawings in alignment with Company standards and quality.
- Prepare construction documents and review specifications.
- Coordinate building and development permit submission documents, including record keeping and ensuring filing is completed on each project at critical milestones (schedules, paperwork for submissions etc.).
- Meet project criteria and deliver documents to meet deadlines on time.
- Organize specifications and procurement orders of selected and specified FF&E, accessories and related.
- Meet with vendors, suppliers, and contractors to review interior needs and determine who can provide the best service.
- Coordinate and manage the installation and arrangement of fixtures, art, and accessories.

### Required Qualifications and Skills:

- Must be currently enrolled in third year (and up) at a post-secondary Architecture or Interior Design Program
- 1-5 years of experience in an Architecture/Interiors Office
- Strong working knowledge of AutoCAD, SketchUp, Creative Suite. Enscape experience is an asset.
- Strong communication and presentation skills (written and oral)
- Confident, efficient and collaborative

### Contact Information:

DEADLINE FOR APPLICATIONS is February 29th, 2024. Interviews will be conducted in EARLY March. Candidates should be available to start in late April or early May in our Calgary office.

Please email your resume, cover letter and portfolio to [careers@frankarchitecture.ca](mailto:careers@frankarchitecture.ca). Include your name and the position 'Design Student', in the subject of your email. Only candidates offering appropriate project-based credentials will be contacted, although we thank any interested parties for their submissions.