

The Arkhefield Internship is being run by Arkhefield Pty Ltd, 418 Adelaide Street, Brisbane QLD 4000. The terms and conditions of this program are governed by the laws of the state of Queensland. Entry into this internship signifies acceptance of all terms and conditions below.

Key dates

Arkhefield Internship launched online	11th October 2021
Information Night *	2nd November 2021
Submissions due (part A)	19th November 2021
Shortlist announced	26th November 2021
Super Studio (part B) *	3rd December 2021
Successful candidates contracted	Post 10th December 2021
Internship commences	February 2022

The Role

The Internship program offers paid positions that will run for a period of 12 months commencing from February 2022. This is a full-time role (Monday to Friday) however, flexibility with study arrangements will be considered.

Successful entrant(s) will be offered 12 months fixed term employment as an Architectural Student /Graduate or an Interior Design Student / Graduate, subject to Arkhefield's terms and conditions of employment.

Your role in the studio will involve both a variety of design and documentation tasks to support projects, along with administrative duties that support the Studio function.

Eligibility

- You must be a university architectural or interior design student who is or has completed a minimum of six (6) semesters at an accredited University or College.
- Submissions are to be by individuals only. No team submissions will be accepted.
- You must be an Australian resident or have the right to live and work in Australia.

How It Works

There are two parts to the Internship submission and selection process. Please read the information below to assist you in preparing your submission.

Part A – Submission

Candidates are required to submit a cover letter, their CV and a portfolio of work in response to the submission brief + selection criteria. Submitted entries will be presented to the judging panel for consideration and entries will be shortlisted.

Part B – Super Studio (*shortlisted entries only*)

Should you be shortlisted to the next stage, you will be invited to attend a full day Super Studio alongside shortlisted entrants and the judging panel at the Arkhefield studio. The Super Studio session will have participants work together as a team on a design task with results to be presented at the conclusion. Candidates will also be assessed on their technical skills and ability to work collaboratively in a team environment.

The successful candidate/s will be announced in December, and they will commence employment with Arkhefield from February 2022, at our studio 418 Adelaide St, Brisbane, or at a location as required by COVID 19 Health Directives.

Part A - The Submission

Submission Requirements

Upload via the Arkhefield website three (3) PDF files in response to the submission brief, including:

1. **Cover Letter**
 - Response to the selection criteria questions provided
 - max 2 x A4 pages
 - PDF format
 - no larger than 1MB
2. **CV**
 - max 1 x A4 page
 - PDF format
 - no larger than 1MB
3. **Portfolio**
 - max 3 x A3 pages
 - PDF format
 - no larger than 5MB

Detailed Submission Brief

Cover Letter

Your submission must include a cover letter (maximum 2 x A4 pages, minimum 11pt font). Please be concise and utilise dot points where appropriate. You should address the following criteria in relation to your area of study (architecture OR interior design):

SELECTION CRITERIA 1:

What design project are you most proud of? Describe the design problem, your response, decision making process, and technical programs you used.

SELECTION CRITERIA 2:

Tell us about your design thinking and what has influenced you during your studies and/or work experience to date.

SELECTION CRITERIA 3:

Arkhefield values innovation, collaboration, integrity, diversity, and opportunity. Tell us about a time when you have had to demonstrate one of these values. This could be a professional or personal example.

In responding to each selection criteria, please use the STAR system in your response.

The STAR technique is a method of answering questions that is comprised of four steps:

1. Situation: Describe the situation and when it took place
2. Task: Explain the task and what was the goal
3. Action: Provide details about the action you took to attain this
4. Result: Conclude with the result of your action

CV

Provide a brief CV (1 x A4 pages) which includes:

- Employment history
- Education + qualifications
- University results to date
- IT / Technical Skills, including level of proficiency in Revit
- Interests
- Referee details, including name + phone / email
(In the event that you are shortlisted, Arkhefield may contact your referees).

Portfolio

Provide a portfolio of your work (maximum 3 x A3 pages in landscape format) showcasing the following as best you can in your work:

- Presentation and communication of strong conceptual idea/s
- Graphic skills used through a variety of techniques to present a visually cohesive presentation
- Exhibition of creative and analytical thinking
- Showcasing a diverse selection of works, varying in scale and sector
- Site and contextual understanding where appropriate

Part B – Super Studio

Should you be shortlisted to the next stage, we request that you attend and participate in a Super Studio at Arkhefield. You will be contacted directly if you are shortlisted.

If you are shortlisted, you will be required to participate in the Super Studio on 3rd December 2021. In your submission, please confirm your availability to attend Arkhefield's studio on that day.

For the Super Studio, you will be required to work in small teams to develop a solution to a design problem and present it to the judging panel at the conclusion.

The Selection Criteria

Part A - Submission

The Arkhefield Internship judging panel will select the submissions for shortlisting.

Submissions will be assessed on:

- **Cover Letter** – communication skills in responding to the selection criteria questions outlined in the submission brief, and ability to relate to the expected competencies of the role
- **CV** – ability to outline key areas as requested in the submission brief
- **Portfolio**
 - Technical Knowledge: theoretical, practical and technical knowledge and skills
 - Design Thinking: critical, creative, and analytical thinking, as well as effective problem-solving
 - Graphic Presentation: Skills in the development, definition and communication of design idea

Part B – Super Studio

The Arkhefield Internship judging panel will assess shortlisted entrants on:

- **Knowledge**: Technical and theoretical knowledge and the application of it in a practical setting
- **Design Thinking**: Critical, creative and analytical thinking, as well as effective problem-solving in a team setting
- **Collaboration**: Ability to work independently and collaboratively as part of a team
- **Communication**: Ability to present and communicate ideas.

Note:

- The Information Night and the Super Studio events are subject to the Queensland Government requirements regarding COVID-19. Attendance may be limited or event changes may occur in line with current health restrictions.

