

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	8 November 2019
Submissions due (part A)	1 December 2019
Shortlist announced	4 December 2019
Super Studio (part B)	w/c 9 December 2019
Successful candidates contracted	w/c 16 December 2019
Internship commences	February 2020

### Eligibility

You must be a University architectural or interior design student who is studying 3<sup>rd</sup> year or above, 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.

The Internship will run for a period of 12 months commencing February 2020. You must be available to work full-time (Monday to Friday) however, flexibility with work arrangements will be considered. Successful entrant(s) will be offered employment as an Architectural Student or Interior Design Student, subject to Arkhefield's terms and conditions of employment.

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

Entrants 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 need to attend a half 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 Revit skills.

The successful candidate/s will be announced in December and they will commence employment with Arkhefield in February 2020.

## The Submission Brief

### Cover Letter

Your submission must include a cover letter (maximum 2 x A4 pages) and should address the following criteria in relation to your area of study (architecture OR interior design):

1. What interests you in the internship program? Describe how you will benefit from participating in the program and what you will contribute to Arkhefield.
2. Why did you choose Architecture / Interior Design as a career? Describe what led you to where you are now; your design process; what you consider good design including what/who inspires you.
3. What is your vision for your career in Architecture / Interior Design? Describe your short and long term aspirations for your career and how you plan on achieving your goals. Include what you think the varying roles of an Architect / Interior Designer are.
4. Detail the work/volunteer experience you have undertaken while completing your degree and how this has influenced your studies and philosophy.
5. Tell us about yourself outside of Architecture / Interior Design.

## CV

Provide a CV (maximum 2 x A4 pages) which includes:

- Employment history
- Education + qualifications
- University results to date
- IT / Technical Skills, including proficiency in Revit
- Interests
- Referee details, including name + phone / email

## Portfolio

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

- Max 3 projects
- Showcasing variety of scale and sector
- Graphic skills used through a variety of techniques
- Presentation and communication of strong conceptual idea/s
- Exhibition of creative and analytical thinking
- Site and contextual understanding

## 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 questions outlined in the submission brief
- CV – ability to outline key areas as requested in the submission brief
- Portfolio
  - Technical Knowledge: theoretical, practical and technical knowledge and skills
  - Big Idea: critical, creative and analytical thinking, as well as effective problem-solving
  - Graphic Presentation: Skills in the development, definition and communication of design ideas

## 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
- 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.

## The Submission

### Part A - Submission

Upload via the Arkhefield website three (3) x A4 PDF files in response to the submission brief, including:

1. Cover Letter
  - max 2 x A4 pages
  - PDF format
  - no larger than 1MB
2. CV
  - max 2 x A4 pages
  - PDF format
  - no larger than 1MB
3. Portfolio
  - max 3 x A3 pages
  - PDF format
  - no larger than 5MB

### 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.

As part of your submission, you will be requested to select the day/s and time/s you are available to participate in the Super Studio in the week commencing Monday 9<sup>th</sup> December.

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.