

Public Architecture Summer Associate

Position Description

Public Architecture, a 501(c)(3) nonprofit organization, seeks candidates for its annual summer associate program. The summer associate will work closely with and support Public Architecture's fulltime professional staff of five.

Public Architecture is the leading national advocate for pro bono and public-interest design. Our organization has been the subject of extensive press and a National Geographic Channel documentary as well as featured in a number of exhibitions, including the Cooper-Hewitt National Design Museum's "Design for the Other 90%" exhibition. We engage architecture firms and nonprofits to **commit** to design for the public good; we **act** to bring about positive community change through public-interest design initiatives and pro bono design service grants; and we **share** the potential of design to change the world through advocacy and outreach.

Core Responsibilities

Commit

- Assist in outreach to participating and potential firms and nonprofits
- Conduct research on pro bono work in other professions and related fields

Act

- Develop graphics (e.g., renderings, model making, layout, presentations)
- Assist with production of design documents

Share

- Conduct policy and related research regarding Public Architecture's design initiative focus areas
- Assist in development of educational and support materials for The 1% program
- Assist in graphic and content development for Public Architecture's websites

Additional Duties

- Research foundations, corporations, government entities, and other potential funders and partners
- Provide additional research, graphic, and administrative support for the overall organization when needed

Required Experience & Skills

- Current candidates in a MArch program or in year 4-5 of a BArch program or equivalent;
- Outstanding organizational, administrative, and analytical skills with excellent attention to detail;
- A strong interest in, and commitment to, Public Architecture's mission and activities;
- Strong writing and editing skills;
- Computer literacy in a PC/Windows environment, including MS Word, Excel, PowerPoint, Adobe Creative Suite, and Autocad.
- 3D rendering and/or HTML code experience a plus.

Duration

8-10 weeks during summer months

Location

Public Architecture's office is located in San Francisco's South of Market area.

Compensation

Public Architecture requires that all summer associates have funding from their academic institution or similar entity. Many schools offer community or public service grants that allow students to work in a community-oriented or nonprofit environment. Previous summer associates with Public Architecture have received support from the Harvard Graduate School of Design Community Service Fellowship, Smith College Praxis Program, Vanderbilt University Ingram Fellowship Program, UC Berkeley Judith Stronach Fellowship, and University of Virginia Externship Program. Information on such grants is generally available through departmental, financial, or career service offices. If needed, Public Architecture can provide a letter of support to aid in the grant application process.

Application Process

All application materials must be received no later than 5pm on Friday, March 27th, 2009. Required materials include a cover letter, resume, writing sample, and design work portfolio or samples. Materials should be directed to John Cary, Executive Director, Public Architecture. All materials should be submitted by email to info@publicarchitecture.org with "Summer Associate Application" as the subject of your email. A single PDF is preferred. Please limit file size to less than 5MB. All applications will be acknowledged by email. A short-list of candidates will be interviewed by phone, unless local. Final determination is expected no later than April 22, 2008.

3 Reasons Why You Should Consider this Position*Great team.*

You will be joining a unique organization composed of top design industry leaders who have chosen to use their skills and passions to serve traditionally overlooked or underserved populations—and are inspiring throngs of others to do the same.

Great environment.

Public Architecture shares a large warehouse space overlooking the San Francisco skyline with a graphic design firm and two marketing and PR consultants.

Great location.

Public Architecture is located in the heart of San Francisco's South of Market area, one block off I-80 and just three blocks from the Civic Center BART/MUNI station.