

# Publica

## PROJECT ASSISTANT

### **About Publica**

Publica is a research and urban design practice that works at a variety of scales, from the detailed design of a single street to setting the vision and strategy for an entire district. We are an ambitious and energetic company that advises local authorities, landowners, developers, architects and community organisations, both in London and abroad. Our projects are driven by rigorous analysis of place and context, combining active, in-depth fieldwork and documentation with an ongoing study of international best practice.

### **The team**

Publica's team has detailed knowledge and understanding of urban conditions, coupled with a high level of technical expertise in the fields of public realm and urban design, strategic planning, research, film production, communications and graphic design. We place great emphasis on good design at all scales and on producing engaging, informative and accessible communications material as an integral part of our project, in the dissemination of our research and to advocate for a holistic, evidence-based approach to urban growth.

### **The position**

Project Assistant candidates should have a minimum of RIBA Part I or equivalent qualification. They should have professional experience of producing urban design and public realm or equivalent within architectural practice, including detailed analytical work. Further desirable attributes for both candidates include excellent drawing, mapping, photography and writing skills.

At Publica, you will work as part of a multi-disciplinary team, preparing and delivering public realm strategies, masterplans and concept designs for sites across London and the UK.

### **Key responsibilities:**

- Working closely and effectively with other members of the team, including the Executive Team, Projects Director, Urban Designers, Graphic Design Team, Researchers and other Project Assistants or freelancers in the delivery of projects.
- On-site area surveying, including interviews, photography, drawing and mapping.
- Carrying out desk-based research and archival research.
- Drawing and digital visualisation of both current conditions and design proposals.
- Compiling and preparing survey materials and images for reports.
- Assisting with the analysis of research findings and report writing.
- Assisting in the assembling of case studies.
- Attending internal staff meetings, including weekly team meetings and project meetings.
- Helping to maintaining digital and paper office filing systems relating to the above projects.
- General office duties relating to the above work such as printing, tidying or day-to-day correspondence.

### **Contract duration and salary**

Fixed-term (6-12 months) full-time position available. Negotiable based on experience.

**Applications**

CV, cover letter and portfolio (PDF format, max 10MB) to [recruitment@publica.co.uk](mailto:recruitment@publica.co.uk) stating Project Assistant application in the subject line.

**EDI Statement**

We are a small company that recognises the importance of diversity within our team. Understanding and representing different perspectives and ways of experiencing our urban environments is critical to our work. As Jane Jacobs succinctly put it, 'cities have the capability of providing something for everybody, only because, and only when, they are created by everybody.'

We have an inclusive, family-friendly, equitable culture with flexible working and regular opportunities for training and staff development. We are respectful, supportive and welcoming to each person on our team, the people that we work with on our projects, and to everyone in our wider community. As a result, we have built a wide network of clients, collaborators and friends of the company who share our ethos and values.

We encourage applications from people of all backgrounds, experience, age, nationality, race, sex, sexual orientation, gender identity, religion, belief and disability. Join us at Publica in making cities more functional, equitable and beautiful.