



The Architectural Association

Head of Model Workshop

Salary:	£50,000 to £55,000 per annum
Location:	London – Bedford Square
Department:	Model Workshop
Reporting to:	Head of Academic Resources
Starting Date:	As soon as possible
Contract Type:	Permanent
Hours of work:	Full-time; 35 hours Monday to Friday; 9am-5pm

Role Overview

Placed within the AA's Academic Resources, the Model Workshop is a dynamic making-space for students and staff, primarily focused on casting, mould making, ceramics, and small-scale model making. Serving small groups and individual students, the facility is pivotal in providing specialised space, equipment, and knowledge to users from every level of the school. The role requires the fostering of a supportive, creative, and innovative environment while meeting the evolving needs of a wide variety of architectural agendas and techniques.

Main Responsibilities

Creative and Knowledge Transfer:

- Provide instruction, direction, assistance, and support to students and staff, ensuring access to relevant training and resources.
- Liaise with academic staff to facilitate student projects, disseminate technical knowledge, and ensure equitable use of space and resources.
- Maintain research into the future development of the facility, including collaboration, equipment, techniques, processes, materials, etc.
- Work with other Academic Resources to enhance the learning experience of students and facilitate interdisciplinary projects.
- Promote the use of departmental resources to support the academic development of students.
- Develop and oversee the creation of instructional and promotional materials (e.g. Web-based manuals, how-to's and the documentation of student work)
- Maintain awareness of School's wider syllabus and campus, exhibition programme and extracurricular activities.

Health and Safety:

- Maintain all Health & Safety documentation (COSHH, Risk Assessments, Maintenance logs, Service records, etc.), as required by law and AA policy.
- Ensure a safe working environment, continuously reviewing working practices and procedures, and maintaining high standards of housekeeping.
- Ensure workshop staff undertake regular H&S training.
- Supervise students daily, providing advice and ensuring compliance with H&S rules and appropriate conduct.

Managerial and Administrative:

- Oversee and manage departmental staff, including recruitment, training, annual performance reviews and professional development.
- Schedule and manage staff-shifts, holidays and sickness.
- Provide leadership, direction and support to staff and student assistants.
- Maintain accurate budget records, coordinate with Head of Academic Resources and Finance department and manage purchases of equipment, consumables, and services.
- Ensure the department operates within its defined annual budget and present annual budget proposals for future funding projections.
- Organise equipment maintenance, servicing by external contractors, staff leave and rotas to minimise disruption to service.
- Prepare internal reports, attend departmental meetings, and provide necessary feedback or information to the Head of Academic Resources.
- Manage an online space/room booking system to maximise efficiency and preserve working space for structured courses.
- Manage an equipment loans system, administering fines for overdue items as required.
- Undertake any relevant training to enhance role delivery.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

All staff must:

- Comply with all legislative and regulatory requirements (e.g. Finance, HR, Health & Safety)
- Adhere to the requirements set out in the AA Code of Behavioural Expectations and other institutional policies.

Person Specification

Essential:

- Minimum of 2 years of management or supervisory experience in a workshop environment, acting as team leader to technicians or fabricators.
- An experienced and creatively driven individual committed to working with students at an advanced level, prepared to instruct students individually and in small groups.
- First Degree (or higher) in a relevant field with a minimum of 5 years of experience within a creative, 3D, model making, or fabrication environment.

- Detailed Experience of working with a broad range of materials and techniques, specifically casting, mould-making and ceramics.
- Thorough working knowledge of techniques applicable to architectural model making and inquiry, including the casting of plaster, resins, concrete, and metals. Kiln-work (ceramics and glass), woodworking, metalworking, machining, and welding.
- Understanding of textile fabrication, vacuum forming, adhesives, and associated use of chemical compounds and finishes.
- Proficiency with hand tools and general fixed woodworking equipment.
- Conducting COSHH and risk assessments with current certification and broad Health & Safety knowledge.
- Budget management and departmental purchasing experience.
- Ability to work independently and in team, problem-solve, and liaise with other staff and departments.

Desirable:

- Experience of working in a creative and technical role in an HE environment.
- An understanding of architectural principles, history and representation.
- Current first aid certificate and general H&S training (e.g., manual handling, fire safety, machine competency).
- Experience preparing and presenting reports and proposals; proficiency with standard office software (Word, Excel etc.)
- Wider understanding of traditional and analogue fabrication techniques as well as modes of digital working.
- Understanding of specialised 3D, fabrication and image-making software.

Creative thinking and problem-solving are essential skills for AA employees. Ideal candidates will be high-energy individuals and team players.