

## Role Definition

**Job title:** Venue Specialist Architect  
**Reporting to:** Partner of the current project on a day-to-day basis and ultimately to the Senior Partner

## Responsibilities

- To lead, manage, motivate, and co-ordinate the internal project team as required.
- Assist where required in the co-ordination of the internal design team.
- To manage the design process and co-ordinate all activities relating to the relevant deliverable/ package.
- Prepare, and develop where required, drawings, models, images, and other documents relating to the project, in accordance with Foster + Partners standards, adhering to best practice and quality expectations.
- Develop, where required, representations of design options for further discussion with the rest of the design team.
- Take responsibility, where required by the project leader, for specific areas of the design and project development
- To fulfil the Practice's overall objective in producing first class architecture on time and on budget
- Liaise, where appropriate, with members of the external design team and other associated organisations or companies
- Thorough knowledge of and compliance with Foster + Partners ("F+P") procedures and standards
- Contribute, or otherwise assist, as required by the Partner.
- In-depth knowledge of venue design workflows, current trends, and international benchmarks required.
- Participates in the Stadia/Arena planning and programming process within the design team to create functional space programmes, along with department floorplan in accordance with international standards and specific project requirements.
- Applies governing regulatory code and the principles of homologation with relevant sporting bodies, ensuring these requirements for the assigned segment of the project are met.
- Contribute, or otherwise assist, as required
- Equity, diversity & inclusion (EDI) is a core priority. To support and champion the embedding of this focus as a collective workforce responsibility, EDI should be integrated, where relevant, into all workstreams.
- Thorough knowledge of and compliance with F+P procedures and standards

## Qualities and Skills required

### Essential

- At least 5+ years of professional experience within a Sports & Entertainment Venue Design role.
- Proficient knowledge of Stadia & Arena Design trends and construction best practices.
- Previous knowledge with space planning and events overlay layout for Stadia & Arenas
- Ability to use initiative in response to demands of project and a proactive approach to daily tasks.
- Proven skills in all aspects of communications, whether graphical, written or verbal.
- Ability to co-ordinate and integrate the work of internal and external members of the design team.
- Ability to understand and formulate design decisions and present for discussion.
- Ability to use a variety of media in the development and documentation of a design project.
- Ability to work well under pressure and meet deadlines efficiently.

- Good interpersonal skills and able to work independently and as part of an effective team.
- Ability and effectively manage large amounts of project related information and data.
- Able to manage sensitive and sometimes confidential information.
- A flexible and open attitude towards new ways of working and commitment to independent, lifelong learning.
- Ability to use the following: Autodesk Revit, InDesign, Outlook, Word, Excel and PowerPoint.
- Legally able to work in the country in which the position is based.

### **Desirable**

- Understanding of the importance of common standards for the structure of project related digital data
- Ability to manage relationship with client efficiently, effectively, and professionally
- Understanding of the Architects role in the co-ordination and integration of project information and management
- Understanding of financial aspects of running a design project on time and on budget
- Ability to assist with the management of junior assistant architects on the team
- Ability to use the following: Autodesk Dynamo, Rhinoceros, Grasshopper, SharePoint and Newforma.
- Able to manage sensitive and sometimes confidential information

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.