JOBS AND WORK EXPERIENCE
The Careers Service has lots of information relating to finding jobs and work experience or part-time jobs. This publication details some of the most relevant sources for Architecture students.

FINDING WORK EXPERIENCE OPPORTUNITIES AND/OR PART-TIME JOBS
For the best chance of finding jobs and work experience, spread the net as widely as possible. Making direct approaches to architectural practices is the way most students get relevant work experience but there’s a range of other sources, including talking to people who might have advice or know of possible employers, such as postgraduate students in the department. The Careers Service has information and advice on making speculative approaches to employers for jobs and work experience at www.shef.ac.uk/careers/studentjobs/finding.html

If you’re looking for practical experience, don’t just limit yourself to architectural practices – remember the range of areas related to architecture, e.g. construction companies and other organisations in the built environment such as landscape and urban design/regeneration practices, as well as 2D/3D specialisms and other spatial design work, such as interior design and graphics, or other areas where you can practise architecture-related skills. Remember all work experience is valuable as a way of developing your skills.

Remember, too, that your application for a job or work experience needs to be well-designed and present you in the best possible light, so get advice on your applications. You can get help from tutors and also from the Careers Service. For details see www.shef.ac.uk/careers/students/gettingajob

WHERE TO LOOK...
...IF YOU ARE SEARCHING FOR OPPORTUNITIES IN ARCHITECTURE
Sources of information on individual practices
Use listings of practices to find details of employers that you can use to make speculative approaches for jobs or work experience:


- Architects Registration Board - search.arb.org.uk/ (enables search of registered architects)

- www.buildingconservation.com/ - has a directory of firms (including several architects) involved in the conservation & restoration of historic buildings

- Royal Incorporation of Architects in Scotland - www.rias.org.uk (has a recruitment section and directory of Scottish practices)

- Royal Society of Ulster Architects for Northern Ireland - www.rsua.org.uk (has a ‘Find an architect’ section under the ‘Public’ tab)

- Yellow Pages - www.yell.com (search by ‘Architects’ and by geographical location)

...FOR JOBS FOR PART-QUALIFIED ARCHITECTS
In addition to jobs advertised in your department, apply speculatively to employers and use the following to find vacancies:

- www.ribaappointments.com/ - jobs on the RIBA website

continued:-
http://employ.archaos.org – jobs section of Archaos, the national architecture student association

www.architecture.co.uk - job board includes part 1 jobs

www.bd4jobs.co.uk/ - Building Design journal’s official recruitment website


www.careerstructure.com – construction jobs website from the Totaljobs recruitment company


Careers Service - vacancies received by the Careers Service are notified to your department, and publicised on myVacancies. You can access the myVacancies via the Careers tab on your MUSE homepage, or at www.shef.ac.uk/careers/students/jobs.

Specialist recruitment consultancies for architecture include:
   Anderselite  www.anderselite.com  Macdonald and Company  www.macdonald.co.uk
   Hays www.hays.co.uk

Note: Consultancies’ jobs listings tend to be dominated by posts for experienced staff but they can also include entry-level jobs for graduates.

...FOR GENERAL INFORMATION ON CAREERS IN ARCHITECTURE AND RELATED AREAS

• Careers Service – ‘Careers with my degree’ www.shef.ac.uk/careers/students/worktypes/arc

• RIBA – www.architecture.com includes an Education and careers section

• Archaos - www.archaos.org the national architecture student association

Related careers websites

• The Homes and Communities Agency has a website which covers careers creating sustainable communities. http://skills.homesandcommunities.co.uk/theme/careers links to the HCA’s ‘Ask What If?’ website and to the annual ‘Future Vision’ competition for undergraduate and postgraduate students in the UK

• CABE  www.cabe.org.uk - The Commission for Architecture and the Built Environment was the UK Government’s advisor on architecture, urban design and public space. Although Government funding has been withdrawn in 2010, the website remains

...FOR ALL TYPES OF GRADUATE JOBS, PART-TIME JOBS AND WORK EXPERIENCE

• See myVacancies via the Careers tab on your MUSE homepage or at www.shef.ac.uk/careers/students/jobs (create an account if visiting via the website)

• The Careers Service information on work experience and part-time jobs. Start with the Improve Your Prospects pages at www.sheffield.ac.uk/careers/students/advice and our Briefing Sheet ‘Student Jobs and Work Experience’ available from the Careers Service or online

• Careers Service www.careers.dept.shef.ac.uk/infotree/ - our online ‘Information Resources’ provide information and links on the full range of careers and postgraduate study and research

• Use national graduate careers sites like:
  - Target Jobs - targetjobs.co.uk
  - Prospects – www.prospects.ac.uk

• Use careers publications such as directories of graduate employers and Work Experience publications available free from the Careers Service

Please note: the above information was correct at the time of publication. Although care is taken to check external agencies and their websites, inclusion should not be taken as an endorsement of the agency by the Careers Service.