

Community Design Production Assistant

Our approach is always community-based and design-focused. Frequently our work serves as a basis for capacity building, and is always focused on finding innovative solutions that make a difference on the ground. CEU is a community planning action and applied research group based in the Faculty of Architecture & Planning at Dalhousie University, directed by Prof. Frank Palermo.

CEU is engaged in a variety of projects, including comprehensive community-based planning with First Nations, rural planning, transportation planning, urban design, public participation and community-based design/build projects. A position is available for an enthusiastic individual to play a key role in the development of design products for CEU. The Production Assistant will assist in translating CEU work into accessible, visible products, including panels, plan documents, physical models, maps and sketches. The Community Design Production Assistant will contribute to a variety of projects and develop new ideas. This is an exciting opportunity to build your skills in a professional setting and help communities shape their own futures. We continually seek to blur the lines between planning, architecture, landscape architecture, and urban design to develop creative, collaborative local solutions. CEU is seeking a **Community Design Production Assistant** with the following experience and attributes to join our team:

Required skills:

- Strong and efficient graphic design skills.
- Proficient hand-drawing skills (sketching, illustration, representation).
- Fluency in Adobe Creative Suites (InDesign, Photoshop, Illustrator).
- Experience with GIS would be an asset.
- Understanding of the design and development of communities.
- Knowledge of community-based planning / First Nations would also be an asset.

Attributes:

- *Teamwork:* Able to work collaboratively and independently, take initiative and be resourceful; provide leadership when required; have good interpersonal skills (sense of humour appreciated).
- *Communication:* Possess excellent written, oral and visual communication skills.
- *Work Ethic:* Enjoy developing new ideas, being creative and determined; able to work in challenging situations; have good organization and time management skills.

Contract and Salary Term

- Three month contract with option of extension based on performance and project funding (there will be a 3-month review). Please indicate in your application when you would be available to start work.
- Salary: \$15.00 an hour plus 4% vacation pay

Interested candidates are asked to submit a cover letter, resume and portfolio of your design & graphic work by January 21, 2013 to: Frank Palermo, Director, Cities & Environment Unit. *Drop-off or mail:* 5257 Morris Street, Halifax, PO Box 15000, NS B3H 4R2; *E-mail* (PDF or Word) to: ceu@dal.ca; or *Fax* (902) 494-7705

For further information please contact us at (902) 494-8494 or visit our website: www.ceunit.dal.ca

We thank all applicants for their interest, however, only those selected for an interview will be contacted.