

# Adjaye Summer Apprentice Recruitment Guidelines

March 2024

## Program Goal

Adjaye Associates New York Summer Apprenticeship aims to foster a holistic work environment that is committed to the ongoing mentorship, education and professional development of all employees.

## Program Description

This summer, each apprentice will receive temporary employment status and will be paid hourly at a competitive rate with the expectation of a 40 hour work week. Each apprentice will be paired with a reliable mentor who will help the apprentices acclimate to a professional environment while offering a familiar face to encourage camaraderie. Apprentices are an integral part of our office culture - they will be working with like-minded individuals while being integrated into AANY's everyday community. Some skillsets one can expect to learn range from rendering work, material research, modeling, advocacy, package making, and presenting. We are also looking to learn from the apprentices and what skills and insight they have that can further improve our design process.

## Apprentice Responsibilities Overview

- 1 Assist project team on preparing presentation drawings
- 2 Internal professional development presentation (topics to be led by apprentices)
- 3 Design development through software use / model making / team collaboration /drawing / sketching
- 4 Post-occupancy evaluations of built Adjaye Associates project(s)
- 5 Office culture and internal advocacy development

## AA Recruitment Criteria for Adjaye Apprentices

- 1 BIPOC university students are encouraged to apply
- 2 Apprentices to be in architecture-related program
- 3 Software familiarity is ideal: Rhino, AutoCAD, VRAY, Enscape, Adobe Suite (InDesign, Photoshop, Illustrator, Acrobat PRO, etc.)
- 4 Physical model-making skills ideal
- 5 To be able to work in-person and virtually, as needed

## Hiring Schedule

- 1 Apply from March 11 to March 22, 2024  
Send email to [uscareers@adjaye.com](mailto:uscareers@adjaye.com) with "ADJAYE SUMMER 2024 APPRENTICESHIP" in subject line; include work sample (not to exceed 10 mb) and resume
- 2 Interview process from March 25 to April 5, 2024
- 3 Selections announced mid April 2024
- 4 Apprenticeship to begin in June and end in August 2024