



## **Job Description and Person Specification**

### **Workshop Mentors – Urban Development**

7-day missions throughout the year

Volunteering

#### **Location**

International – travel-based

#### **Ongoing Vacancies**

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# 1. Urban Transcripts

We work on city making by bringing together research, community participation and design.

Urban Transcripts was born of a desire to create a new tool through which to explore the city as a complex phenomenon in a participatory and cross-disciplinary way. It was initiated in 2010 as an annual programme of events such as exhibitions, conferences, and workshops, focused on, and hosted in, a different city every year. Our point of departure was to grasp and effectively communicate the complexity of the city through a three-fold “urban transcript” where arts, theory and research, architecture and urbanism, complement and confront one-another.

Currently our work focuses on Urban Laboratory projects for cities and urban areas: integrated research-participation-design projects that start with an urban problem and end with the generation of urban design and policy proposals. Focused on a specific urban agenda and sensitive to the particularities of place, the Urban Laboratory fosters collaboration across countries, disciplines, communities and institutions, generating multi-dimensional design- and policy-based solutions to urban challenges that are socially just and environmentally sustainable.

We respond to the urban challenges of the future through a holistic approach: through research we analyse the urban process and identify strengths and weaknesses; through community participation we engage citizens and stakeholders in the urban development process; through design and policy solutions we re-shape and re-programme the urban fabric creating sustainably successful places. Each of our projects starts as a unique urban problem to resolve. Fusing expert research and public participation into the design process we provide innovative solutions addressing the socio-economic and environmental challenges our cities are facing.

## 2. Job description

Each year we run a number of Urban Laboratories in different cities and countries. We are looking for per-project collaborators to join us during the workshop phase of these projects as Workshop Mentors, for periods of 7 days throughout the year, bringing their expertise on urban development to guide and facilitate teamwork. Additionally, this role will require an average of 2 days preparation time before the workshop, which can be spread in the preceding 4 months. This is an excellent opportunity to join an international network of urban experts and collaborate towards the development of innovative proposals addressing the challenges our cities are facing.

### Overall objective

To guide, supervise, advise on, and facilitate, the work of 5-10 member teams of students, recent graduates, and young professionals, over a period of 7 days towards a collaborative urban design project.

### Duties and responsibilities

1. Preparation of a methodological approach for the purposes of an intensive urban design workshop.
2. Preparation of a short report and presentation on defined approach.
3. Research, compilation of resources and provision of documentation, relevant to defined approach.
4. Collaborate with a Local Urban Expert towards the preparation of a workshop unit proposal.
5. Supervision of teamwork, advice, feedback, and guidance on project development.
6. Coordination of team discussions and project reviews.

### Key contacts

Workshop Mentors report to the Workshop Leader and work closely with Local Urban Experts.

### Key deliverables

4-3 months before the workshop: Short description of methodology

3-2 months before the workshop: Workshop unit description, in collaboration with a Local Urban Expert

### Location

Positions are not location-bound. Workshop Mentors can be based anywhere but should be able to travel (travel and accommodation expenses are covered) to workshop locations for a 7-day period.

### Remuneration

This is a volunteer position. Allowances for expenses and an honorarium are provided.

### **3. Person specification**

This post will suit professionals and academics in fields related to urban development with a team leader's mindset and a passion for collaborative learning.

#### **Essential skills and experience**

1. Qualification or equivalent experience in a field related to urban development.
2. Experience of urban design methods, tools, and approaches.
3. Excellent design-oriented problem solving skills.
4. Excellent interpersonal communication and team management skills.
5. Strong report writing and editing skills.
6. Excellent presentation and spoken communication skills.
7. Strong design and visualisation skills.
8. Fluent in spoken and written English.

#### **Desirable skills and experience**

1. Post-graduate studies in urbanism, geography, planning, or related fields.
2. Teaching experience.

## 4. Notes on applying

To apply for this post please send a cover letter accompanied by an example of your work and your CV to **[jobs@urbantranscripts.org](mailto:jobs@urbantranscripts.org)**.

Vacancies are ongoing, applications are reviewed on a monthly basis.

For any further enquiries please contact Yiorgos Papamanousakis at [yiorgos@urbantranscripts.org](mailto:yiorgos@urbantranscripts.org).