



Location: Sydney, CBD
Job type: Full Time

Job position: Architectural and Built Heritage Specialist

Curio Projects – Our Story

With over a century (yes, 100+ years) of collective experience working in, around, across and sometimes under the world of heritage, we are a team of adventurous and passionate heritage experts specialising in the provision of pragmatic, creative, strategic and innovative heritage, archaeology and interpretation solutions.

We are storytellers! We pride ourselves on bridging the gap between humanity and heritage, working with clients to create new places and spaces, seamlessly incorporating and celebrating heritage that site managers, owners and communities value. Ask our clients, we're experts in this space. We understand and can manage all project aspects, from budget and time constraints to overall vision. Our collective passion and customer focus seeks to minimise heritage risk while providing sound and realistic mitigation and integration solutions.

Through research, knowledge and fortitude, with offices in Sydney and Tasmania, we work across the country and the globe, connecting people to places.

Natalie Vinton, Curio Project's CEO and Founder, has made it her mission to not only provide the services necessary to navigate the statutory requirements of the heritage industry but also to deliver a holistic approach to heritage management through innovative heritage management, interpretation, storytelling and placemaking. With this approach, Curio Projects deals with projects ranging from the redevelopment of iconic historic precincts to the reinterpretation of forgotten heritage assets.

Natalie is just as committed to her team, hand picking projects and opportunities to utilise and further develop their skills and foster individual interests within a supportive and dynamic group environment.

About the Role

The successful Applicant will become part of our growing technical team. Responsibilities will include:

- Managing and participating in project teams, project management, site work and client liaison, formal and informal meetings and events.
- Preparation of Significance Assessments, Impact Assessments, Conservation and Heritage Management Plans, research designs, methodologies, statutory searches & background research.
- Field/site surveys (including site recording).
- Compliance with various relevant local, State and Commonwealth heritage legislations, and relevant research design and methodologies according to guidelines & practice notes.
- Developing and maintaining client and stakeholder relationships, including expanding business opportunities.
- Preparing and contributing to proposals, tenders, and submissions for potential projects.
- Maintaining best practices in customer service to all clients and potential clients.
- Communicating the progress of assigned projects with the Director, CEO, and other Curio staff.
- Assisting and mentoring junior and intermediate staff.
- Managing and leading a range of projects and deadlines effectively.
- Working both collaboratively with a broad array of team members as well as autonomously.
- Contributing to the company culture and being an active member of team and group meetings.

Benefits and Perks

Curio Projects is engaged in managing the heritage aspects of unique and exciting projects, ranging from historic and Aboriginal archaeology, built heritage to interpretation solutions. You would be a part of a multiskilled team of specialists that have a passion to connect people and place.

The projects and opportunities are handpicked to utilise and further develop the team skills and foster individual interests within a supportive group environment.

Curio Projects Pty Ltd

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ABN 79139184035

Essential Requirements

- Minimum Bachelor-level university degree within the field of architecture/heritage architecture.
- Minimum 5 years' demonstrated experience in an Architecture Role.
- Minimum 2.5 years' experience working on and project managing Cultural and Built Heritage Assessments in a consulting capacity in NSW.
- Excellent working knowledge of NSW statutory requirements, guidelines and policies with respect to the management of Cultural Heritage Landscapes, Built Heritage Assets.
- Demonstrated experience in managing proposed conservation works, alterations, additions and/or adaptive reuse of heritage assets, including the provision of advice related to State and local heritage listed items (under the NSW Heritage Act, 1977, EP&A Act, 1979).
- Demonstrated experience in the preparation of written heritage assessments, including Heritage Impact Statements, conservation and maintenance assessments, conservation and heritage management plans.
- Demonstrated experience in heritage management and heritage assessments for State Significant Developments.
- Demonstrated experience in high-level engagement, negotiation and liaison with clients, design teams and key stakeholders across a broad range of industries, from government through to high end retail and commercial.
- Excellent problem solving, analytical, conceptual and technical report writing skills.
- Demonstrated experience using architectural software such as AutoCAD, Revit and SketchUp.
- Demonstrated Experience using Adobe software such as Photoshop, InDesign, Illustrator and Acrobat.
- Demonstrated experience using Microsoft Office software such as Word, Excel and Power Point.
- Demonstrated experience in using financial and project management software, such as Xero and Monday.

Heritage Specialist – Architectural and Built Heritage Specialist

Candidates will be asked to address each of the selection criteria below with no less than ½ a page and no more than 1 page per criteria, these responses will be used by the recruitment team in conjunction with your Curriculum Vitae to assess your application, written ability and comprehension.

1. Comprehensive understanding of contemporary cultural heritage management policy, practice and guidelines in a State, National and International context, including a working knowledge of the current NSW statutory requirements with a demonstrated ability to conduct the required assessments, consultation and associated reporting.
2. Demonstrated ability and expertise in preparing Heritage Impact Assessment reports, including historical research, critical thinking, client liaison, project planning, management, budgeting and financial reporting.
3. Demonstrated ability to supervise junior and intermediate staff, including review of reports as they relate to Heritage Impact Statements, Management Plans and other heritage reports as required.
4. Demonstrated creativity, the ability to promote greater awareness, enthusiasm, and passion and for opportunities for positive cultural heritage conservation & interpretation within government agencies, local communities, key clients, and stakeholders.
5. Well-developed communication and interpersonal skills, including excellent written and oral communication, and experience with digital media (such as social media communication/presentation) to allow effective liaison with people at all levels, internally and externally.
6. Demonstrated use and understanding of software such as but not limited to AutoCAD, Revit, SketchUp, Photoshop, InDesign, Illustrator and Acrobat, Word, Excel and Power Point, Xero, and Monday.