

03.6.2026

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Position: Architectural Technician / Architectural Draftsperson

Type: Full time

Location: Canberra

The role

Molonglo is seeking a highly capable Architectural Technician or Architectural Draftsperson with 4–5 years of professional experience to join our Canberra team.

Molonglo's core business is the development of new buildings and the ongoing, long-term management of a diverse property asset portfolio across Canberra and Melbourne, which includes commercial buildings, industrial buildings, carparks, a hotel, and vacant land.

The company's vision is centered on fostering healthy societies through built environments that encourage cultural expression, collaboration, and human connection.

The business operates as a small, three-tiered organisation. Three Executive Directors head up the organisation, with two Senior Development Managers (SDM) reporting to them supported by an inhouse Architect. The Graduate Architect / Architectural Technician will join this support staff team, providing critical support to the SDM in relation to all aspects of building and property ownership.

This role will focus on the preparation and coordination of planning, design development and construction documentation across a range of residential, commercial and mixed-use projects. Working under the Architect, the successful candidate will play a key role in developing large documentation packages, coordinating consultant information and assisting with project delivery from concept through to construction.

Key responsibilities

- Prepare and maintain Revit models and project documentation.
- Produce planning and development application drawing packages.
- Assist in the preparation of comprehensive construction documentation sets.
- Develop detailed architectural drawings including joinery, wet area and construction details.
- Prepare schedules, specifications and finishes documentation.
- Research, evaluate and specify architectural products and materials.
- Coordinate consultant information and integrate consultant documentation into project models and drawing sets.
- Assist the Architect and project leads with design development, documentation and project delivery.
- Participate in design coordination meetings and consultant workshops.
- Develop detailed construction-level drawing packages in support of 1:1 scale mockups and prototypes.
- Support quality assurance processes and maintain documentation standards, including development of Revit templates.

MOLONGLO

Canberra, Melbourne, Athens

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- Commit to the adoption, usage and implementation of AI tools as part of everyday work, identifying opportunities to apply AI to improve the quality, efficiency and consistency of your outputs, including the use of AI in concert with Revit.

Skills and experience

- Degree qualification in Architecture or equivalent.
- Approximately 4–5 years of professional architectural experience.
- Advanced proficiency in Revit (and associated AutoCAD proficiency) is essential and includes building complex site models up from .DWG surveys.
- Demonstrated experience producing large planning and construction documentation packages.
- Strong understanding of architectural detailing and construction methodologies.
- Experience preparing detailed joinery drawings.
- Familiarity with Australian building regulations, NCC requirements and relevant Australian Standards.
- Strong organisational skills and attention to detail.
- Ability to manage multiple tasks and deadlines within a collaborative and dynamic team environment.
- Excellent written and verbal communication skills.

Desirable

- Experience working on multi-residential, mixed-use or commercial projects.
- Experience with product specification platforms and documentation systems.
- Knowledge of BIM coordination processes.
- Experience coordinating external consultants including structural, civil, services and landscape consultants.
- An interest in novel materials, materials research advances and the technical implementation of new and unconventional material selections in architectural, landscape and interiors projects.

What we offer

- Opportunity to work on architecturally ambitious and city-shaping projects.
- Exposure to projects across development and architecture from urban level projects to fitout, landscape and furniture design.
- Collaborative studio environment with opportunities for professional growth.
- Competitive remuneration based on experience.

About Molonglo

People at Molonglo exemplify the following attributes:

Deep care

A commitment to delivering quality work that is well researched, questioned and analysed to produce meaningful outcomes.

Creativity

A desire to challenge existing ideologies and develop solutions in a nuanced way.

Lifelong learner

A keen interest in building and sharing knowledge, becoming an expert in your field and having an openness to learn about other aspects of Molonglo.

Pluralism

Openly shares and welcomes ideas and perspectives, generates opportunities for authentic collaboration both inside and outside of Molonglo to achieve the best outcome.

Leadership

A desire to have an impact, to influence others and inspire followership for your ideas at all levels of Molonglo and externally.

Custodianship

A commitment to act with environmental sustainability in mind at all levels of your work at Molonglo and in your life.