



## **Design and Production Assistant Jordan Country Office**

### ***Background***

Turquoise Mountain is a non-profit, non-governmental organization specializing in urban regeneration, business development, and education in traditional arts and architecture. We seek to provide jobs, skills and opportunities through heritage.

### ***Context***

Turquoise Mountain established a project in Jordan to support artisans and to promote involvement with heritage. The project will work across high-end craft production for international markets, vocational training in traditional skills, and cultural heritage outreach.

Turquoise Mountain is seeking to hire a passionate design and production assistant to work within their design and production team. The design and production assistant will be working with master artisans and apprentices in several workshops in Amman.

### ***Roles and Responsibilities***

- Create necessary documentation relating to products (cost & specs) as well as technical drawings and renderings.
- Develop products from sampling to production for showroom and external clients in collaboration with master artisans and apprentices, including quality control and reception of finished goods.
- Generation of ideas for new designs and collections.
- Identify artisans and craft makers in Jordan and the region.
- Record production know-how and acquired knowledge.
- Research and provide solutions to finishing and construction/making techniques.
- Research and understanding availability, alternative raw material and supplies involved in production processes.
- Research on craft-making techniques and visual language is associated with crafts while conducting meetings and interviews with artisans.
- Visit workshops, follow up on production and communicate with artisans.
- Work on building Turquoise Mountain's relationship with artisans.

[turquoisemountain.org](http://turquoisemountain.org) | [@turquoisemountain.org](https://www.instagram.com/turquoisemountain) | [contact@turquoisemountain.org](mailto:contact@turquoisemountain.org)

TURQUOISE MOUNTAIN TRUST IS REGISTERED IN SCOTLAND AS A CHARITY NO. SC037343 AND AS A COMPANY NO. SC299579.

Registered Office: Princes Exchange, 1 Earl Grey Street, Edin



### ***Qualifications***

- Degree in design/ interior architecture/ architecture is required.
- Fresh graduates are encouraged to apply.
- The ability to understand and conceive technical drawings. Knowledge of AutoCAD and rendering programs is essential.
- Ability to conduct effective research.
- Excellent oral and written communications skills in both Arabic and English.
- Experience working in a non-profit environment is desirable

### ***Application Process***

To apply, please submit the following in one PDF document to [vacancy.jo@turquoisemountain.org](mailto:vacancy.jo@turquoisemountain.org) by **18 July 2021** (Email title: Design and Production Assistant - Jordan)

- A text in English about your background, experiences and motivations for this post explicating your design and production experience (250 words).
- A one-page resumé.
- A five-page portfolio with samples of your work.
- Include your e-mail and phone number.

Only shortlisted applicants will be contacted for an interview.

### ***More Information***

- Contract type: Full time contract (Sunday to Thursday) with two months' probation period
- Base: Amman
- Reports to: Design and Production Manager
- Salary: commensurate with experience
- Other benefits: Local work-related transport