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## **JOB SEARCH STRATEGIES**

In addition to Gateway projects, independent Practice, and design competitions, BAC students learn about design and earn Practice hours by working in design firms, usually on a paid, full time basis. Whether it's an architecture, interior design, landscape architecture, or multi-disciplinary firm, working in a design office setting can be the most educational and rewarding experience of a BAC student's design education. As in any industry, getting that first job in an office is never easy, but those who go about it diligently, intelligently, and persistently do eventually find that first job. Here's how.

First and foremost, you'll need to create a plan and establish a routine. Finding a job is not something you do all at once, but a little bit each day, five or more days a week. Set goals that are daily, weekly, and monthly, and maintain a calendar, task list, and job search log. All of this will help you stay focused, organized, and motivated.

**Networking** is social, educational, or professional activity where you create connections that may lead to a job opportunity. You began networking the day you arrived to Orientation, making connections with classmates, teachers, and administrators. It is very likely that one of these people will be involved in you getting hired into your first, second, and/or third design job. Therefore it is important that you establish a strong reputation for yourself amongst your growing design community network.

About half of all employed BAC students found their current job through networking. Additionally, one hour of networking is roughly equal to 10 hours of online job searching. Besides everyday academic life, networking opportunities also include BAC and other colleges' events, lectures, gallery openings (check the [BAC Student Development Blog](#) and [ProArts Connect](#)); meetings and social gatherings of [BAC student organizations](#); your "unrelated" job (restaurants, retail, temping, etc.) or volunteer opportunities; and family, friends, parties, weddings, etc.

**VERY IMPORTANT:** approach networking as an opportunity to help other people, not yourself. Listen to the needs of others before discussing your own. Be friendly and helpful. Don't go into networking opportunities expecting anything. And don't reach out to people only when you need something. However, if you find yourself heading to a networking opportunity, be prepared. Once they're drafted, reviewed, and perfected, have your résumé and work samples on you at all times. Be ready to give these things out should someone be interested.

### **Online Resources**

[PracticeLab](#) is the BAC's own online job board where you can view job listings exclusive to BAC students, link to dozens of other design-related online job boards, and post your résumé for potential employers to see. The jobs you'll find posted on PracticeLab appear nowhere else in the world! Visit PracticeLab, bookmark it, and visit again and again... every day when you're in full job search mode.

[The Boston Society of Architects \(BSA\) website](#) is full of job search resources and opportunities, and is often the go-to place for design firm professionals looking to hire. BAC students can become members, join committees (Emerging Professionals, Women in Design, etc.), receive email alerts (BSA Job Notification, BSA Currents, etc.), view job listings, post résumés, and search the database of all architecture firms in Massachusetts. If you're a design student in the city of Boston, you simply must use the BSA website.

### **Additional Online Resources**

Firms' websites often serve as a valuable job search resource. When you learn about a firm, go to their website. Chances are they have a page dedicated to "Employment," "Jobs," or "Careers." Sometimes it lists current

openings, sometimes it says that the firm “is always accepting applications from talented people.” Either way, it usually describes also how to go about applying.

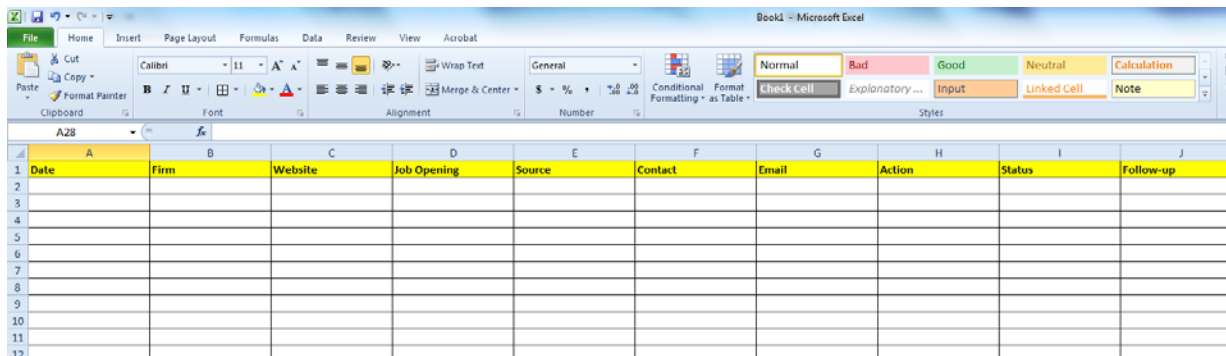
Other online job boards and resources include:

- Architecture\*
  - [AIA](#)
  - [Archinect](#)
  - [ArchitectJobs](#)
- Interior Design
  - [ASID](#)
  - [IDEC](#)
- Landscape Architecture
  - [ASLA](#)
- General
  - [Boston.com/jobs](#)
  - [Craigslist](#)
  - [Glassdoor](#)
  - [idealist](#)
  - [ArchitectureCrossing](#)
  - [ArchNewsNow](#)
  - [ArchVoices](#)
  - [IIDA](#)
  - [Interior Design Jobs](#)
  - [BSLA](#)
  - [Indeed](#)
  - [Monster](#)
  - [SimplyHired](#)

\*Architecture-based sites often include interior design and/or landscape architecture job postings as well.

Please remember that despite the vast array of online job search options, networking is still critical in the design firm job search.

Lastly, be sure **to track all of your job search activity**; an Excel spreadsheet might work best:



Keep record of the firms you’re interested in/applying to, their website and other contact info, the position you’re applying to, the date you applied, the contact person at the firm, his/her contact info, any response you received, and follow-up activity. Tracking your activity is essential to stay organized and efficient.