

Thayer Hopkins

ARCHITECTS

Thayer Hopkins Architects is a multidisciplinary atelier which takes a collaborative approach to design. The firm engages in a variety of projects that include residential, commercial and institutional buildings; outdoor spaces; furniture; hardware and building product design.

We are seeking an employee interested in working in a 'hands on' role, as our firm thrives on collaboration. This position will afford you an excellent opportunity to learn about all facets of architecture while being a productive member of the team. We have offices in San Francisco and Petaluma and there are opportunities to work at either/both. Please look at our website (www.thayerhopkins.com) to learn a little more about our firm and the work we do.

Qualifications

- Interest/appreciation of historic/traditional/classical and transitional/modern architecture
- Excellent at managing task priorities and meeting deadlines
- Ability to listen thoroughly to instructions and proceed with self-drive and willingness to ask questions as necessary
- Excellent interpersonal abilities and enjoy working in a collaborative and team-oriented environment
- Detail oriented
- Enthusiasm for working on all aspects of architectural design and execution including everything from conceptualization to construction administration
- Have understanding of fundamental construction details

Required Skills:

- Proficiency in AutoCAD (2D) and working understanding of Revit
- Ability to accurately and precisely dimension drawings
- Basic understanding of code and ability to find necessary information
- Excellent written and verbal communication skills.
- Ability to effectively convey information through hand sketches
- Excellent organizational skills
- Written and verbal fluency in English
- Ability to work on PCs and have general working knowledge of Microsoft products (Word, Excel &c)
- Accurately document project hours and describe work for billing purposes

Salary commensurate to experience and abilities

To Apply:

- 1) Compose email to chris@thayerhopkins.com and write 'THA Job Application' in email subject line.
- 2) Attach your resume, relevant and concise portfolio in PDF format(if you interview we will ask to see additional material at that time so please keep this information concise), and include the following information in the body of your email:
 - a. Your name
 - b. School(s) you attended and degrees
 - c. Reason for applying to Thayer Hopkins Architects
 - d. Briefly describe the passion you have for your work
 - e. Describe your professional aspirations and goals (i.e. to become licensed, to manage projects, have client interaction, &c.)
 - f. Current position and responsibilities, reason for leaving, or reason for current unemployment
 - g. Current or most recent salary
 - h. Any additional information