ARCHITECTURAL DESIGN ASSOCIATE

Tim Barber Ltd. seeks an architectural design associate to join our busy Los Angeles studio.  This full-time, entry level position is perfect for a post-graduate with 0-3 years of professional experience and an enthusiasm for luxury, single family residential design.  Recent graduates are encouraged to apply.

RESPONSIBILITIES:

* As-built measurements and drafting
* Drafting and detailing of schematic, permit, and construction drawings
* Development of client and government agency design review presentation drawings
* Provide building and zoning code analysis support to project managers
* Assist project managers with city and other government agency permitting processes
* Assist project managers with building consultant coordination
* Maintain timely, accurate, and kind relationships with clients and colleagues
* Keep accurate time sheets
* Support the office manager in answering phones, delivering packages, and facilitating client meetings
* Support one of our libraries, including our Archived Drawings; Materials Library; Resources and Vendors Library; Visual Concept Library; and/or Book and Periodical Library
* Work a project through the design process as part of a team
* Report directly to the project managers

REQUIREMENTS:

* A five-year architecture degree
* Proficiency in AutoCAD, Revit, and Microsoft Office Suite
* A strong understanding of building materials and construction methods
* Knowledge of architectural history, preferably North American vernacular styles
* Fluency in English
* Excellent written and spoken communications
* Interest in luxury single family residential design
* Willingness to learn, an upbeat attitude, and the initiative to roll up your sleeves and get your hands (sometimes literally) dirty!

Familiarity with SketchUp and/or BillQuick are preferred, but not required.  Candidates must be willing and able to learn new software as needed.

BENEFITS:

* A salary, commensurate with experience
* Medical, dental, and vision coverage
* Matching 401K
* Paid vacation, holidays, and sick time
* Safe, paid parking

We are committed to growing, engaging, and supporting our team, and provide numerous opportunities throughout the year for employees to lead and/or participate in design charrettes; attend educational and industry events; design and conduct relevant group outings; contribute to our blog; give and receive professional feedback; and celebrate career achievements.  To promote a healthy work-life balance (and a healthy life, in general!), we also offer flexible scheduling (M-F: 7 am - 4 pm; 8 am - 5 pm; or 9 am - 6 pm) and provide office beverages and snacks.

HOW TO APPLY:

Please send the following to [kremington@timbarberltd.com](mailto:kremington@timbarberltd.com):

* A cover letter addressed to Tim Barber, A.I.A., that describes the reasons why you'd be a great fit for this role and our firm.
* Your resume
* Your portfolio (PDF files under 8 MB or a link)

Incomplete submissions will not be considered.  We **strongly**encourage you to familiarize yourself with [our work](https://www.timbarberltd.com/projects) prior to applying.

If you have any questions about our firm, this position, or your application status, please contact our Media Manager, [Katelyn Remington](mailto:kremington@timbarberltd.com).

No phone calls, drop-ins, or mailed applications, please.