



Job Captain

Award winning, multi-family Architectural firm seeks an intern architect to work in our newly designed office space in the Dallas area. We go beyond expectations to offer clear communication, and professional creative designs that inspire and meet our client's needs.

Required Education and Experience:

- Professional Bachelor of Architecture or Master's Degree in Architecture
- Minimum of 4 to 7 years' Job Captain experience.

Required Skills:

A knowledgeable and skilled in managing the architectural process including clients, consultants, budgets, schedules, construction documents, specifications, applicable code review for projects, permitting process and construction administration along with the firm's standards, techniques and procedures.

The candidate must be skilled in the latest versions of Revit, AutoCad, DataCad with excellent verbal, written, analytical, technical and graphic skills. LEED accreditation is a plus.

Job Responsibilities:

- Collaborate with senior level staff interns and to develop a building program into a building design.
- Lead the production of drawings from schematic design through construction documents.
- Coordinate with consulting engineers and product vendors.
- Assist with construction administration.
- Work with intermediate or senior level staff to review work for intent, quality, and precision.
- Prepare Building Code and Zoning reviews and Permit applications
- Create renderings, colored elevations, or other graphic documents for meetings, presentations, or submittals.

Key Skills:

- A team player with a positive attitude.
- Strong communication & leadership skills.
- Willing to take direction and work independently.
- Able to supervise the work of others.
- Capable of overseeing multiple short- and long-term tasks with minimal supervision
- Licensure in Architecture, preferred
- Good working knowledge of building codes, zoning regulations and approval process.
- Good understanding and knowledge of building systems and site requirements (Structural, MEP, Civil and Geo-Tech)
- Highly organized, detail-driven and conscientious

- Ability to communicate effectively across multiple platforms
- Desire to learn from more experienced colleagues
- Enjoys collaborative work
- Must be proficient in the use of Microsoft office suite of programs at a minimum.
- Proficiency in Revit is a plus, AutoCAD, DataCad understanding and use is required.
- Strong CAD proficiency and graphic skills
- Meticulous with all drawings
- Strong ability in construction administration
- Time management skills to honor deadlines and schedules
- 3D modeling and presentation skills a plus.
- Spatial reasoning to create drawings that include all necessary details for construction documents
- Domestic Experience.

Notes:

Competitive salary and benefits

No phone calls or recruiters

We are an equal opportunity employer committed to diversity in the workplace.

Please submit resume and letter of interest to: