



WITHEE MALCOLM ARCHITECTS, LLP

SENIOR PROJECT ARCHITECT with Quality Control Experience

Are you an experienced architect who has successfully led teams in delivering great high-density residential/mixed-use infill projects?

Do you have a working knowledge of the technical side of design and construction?

Do you want to work in a firm that has hands-on Principals, as well as a great group of people who thrive on taking something and running with it?

Are you seeking a position where your opinion will be valued?

At the end of the day, do you want to feel that you have not only had an opportunity to grow personally, but also to be recognized for your contribution in a team that includes clients, consultants, designers, managers, and staff?

Embedded in Los Angeles/South Bay (Torrance) for more than 40 years, WMA began as a two-man team who met in a design class at Cal Poly San Luis Obispo. Today, they have evolved into a 35+ person design firm with an expanding leadership group and diversified project base. Their award-winning firm specializes in high-density, multi-family, urban infill; mixed-use; commercial office, research and development, and interior design.

Withee Malcolm Architects (WMA) is seeking a person with commitment, enthusiasm, and expertise to join their team in a senior position focused on residential infill projects.

WMA's primary objectives for this position are:

Solid, design-oriented architectural, project management, and quality control for their work in the urban residential/mixed-use infill market sector.

Focus on quality in all aspects of the work, from initial presentations through documentation and delivery of architectural services.

Managing design to achieve constructibility.

Continuous improvement of new standards of process and quality for the WMA practice.

Representing the firm with clients and the public, building on meetings and other communications to develop and enrich relationships.

Commitment to work with other team members to create opportunities for continuous learning and professional growth.

Personal characteristics that include being a fundamentally nice person with good judgment who is intelligent, creative, collaborative, and articulate.

Specific Responsibilities

Creation and implementation of quality control systems for all residential infill projects.

Checking and coordinating construction documents, details, and specifications.

Reviewing shop drawings and materials samples for conformance with design.

Conducting and documenting field observations to monitor the progress of construction.

Performing construction administration duties (RFI's, RFP's, change orders, etc.)

Establishing a standard detail file which conforms to WMA standards for quality and constructibility.

Prerequisites

This position requires significant technical experience with high-density residential/mixed-use infill projects of notable quality. Additional requirements include:

Bachelor's or Master's Degree in Architecture.

Architectural license in California or NCARB certification.

Building and accessibility code expertise, Type III and Type V construction.

At least 15 years of working experience, with a portfolio demonstrating design ability as well as technical knowledge in high-density, residential/mixed-use projects.

Highly professional demeanor, with excellent graphic and communication skills, including fluency in English, both oral and written.

Proficiency with both Revit and AutoCAD, as well as other digital technology (SketchUp, 3D visualization) and management tools (Microsoft Office, Microsoft Project, Google Apps).

Ability to perform CD/CA tasks, as well as successfully resolve code and construction issues in a confident, creative manner.

In order to be considered for employment, applicants must be currently eligible to work in the United States.

WMA would like to hear from YOU

If you are an energetic, self-motivated individual who enjoys the challenge of participating in a dynamic team environment, and you have the qualifications required for this position, WMA would like to hear from you.

Preference will be given to local applicants (within the Los Angeles region). We will respond only to those applicants with whom we would like to move forward. No phone calls or drop-ins, please.

If you should have any questions regarding these criteria or the process for review and selection, please contact us via email at <wma@talentstar.com>

To Apply for this Position

Please submit the following materials to <wma@talentstar.com>

A dated **cover letter**, briefly summarizing your background and experience, as well as your objectives in applying for the position. The cover letter (and email) should include your contact information, including email address and telephone number.

A clear, concise, current **resume** with education and professional experience, as well as academic, civic, and professional activities related to design, marketing, and leadership.

A list of representative **examples** of your work. This should include your role on the project and the firm for whom you worked.

Additional **information**, such as links to your website, online portfolio, or blog, plus accounts with LinkedIn, Facebook, and other social media sites.

We will acknowledge receipt of applications and materials within a one-week period. We will contact those candidates with whom we would like to move forward, requesting additional examples or information about your work, as well as professional references.

Please do **not** submit your full portfolio, references, or letters of recommendation unless requested.

All materials should be submitted as PDF, JPG, or PNG documents and will not be returned. We intentionally limit email attachments to **10MB or less**. If your combined materials will exceed this size, please contact us before sending them.