

Production Coordinator

Kelly Sutherlin McLeod Architecture, Inc. (KSMA) is an award-winning firm with a commitment to architectural integrity and innovative design. KSMA promotes an intrinsic architectural design aesthetic for new cultural, light commercial, and custom residential projects in addition to the restoration and rehabilitation of historically significant buildings. Headquartered in a historic landmark building in Long Beach, California, the company is founded on the design principles developed over the past 37 years by Kelly Sutherlin McLeod, FAIA. KSMA's preservation projects include many of the most important 20th-century masterworks in southern California, including works by RM Schindler, Richard Neutra, Edward A Killingsworth, Charles and Henry Greene.

KSMA offers an engaging and collaborative work environment with a focus on team growth, professional interests, and career advancement. The firm's modest size presents vast opportunities for project involvement during all phases of exciting and diverse projects. KSMA offers a competitive salary and benefits package.

Job Description

Production Coordinator: highly accomplished in the development of construction documents and construction administration; will work closely with, and under the direction of, the Principal and Project Managers, leading the development and production of technical documents and architectural drawings during all project phases of the project. The position's focus is to develop design drawings into detailed construction documents with precise specifications for building components, building systems and; ability to navigate multiple projects, meet assigned deadlines, and clearly communicate between project team members. KSMA team members are positioned to contribute to the firm's productive, innovative, and collaborative work environment with a commitment to delivering exceptional services with professionalism, precision and care.

The requirements for this position include:

- A professional degree in Architecture or equivalent experience. 10-year minimum experience working with an established architectural practice.
- Solid experience in custom-designed architectural projects and light commercial construction.
- Strong understanding of the architectural design-to-construction process during all project phases.
- Meticulous attention to detail and accuracy for the development of presentation ready documents that clearly communicate complete project information.
- Knowledge and understanding of current US Building Code requirements/regulations for local, state, and federal jurisdictions.
- Strong work ethic, self starter with the ability to take the initiative required for ongoing project development.
- Historic preservation experience is a plus, but not mandatory.
- Excellent AutoCAD and 2-dimensional drawing experience. Revit, Rhino, Sketchup, and/or Enscape experience preferred. Must be versed in Microsoft office, Teams, Word, Excel, PowerPoint
- Solid management and organization skills for leading production team and organizing project files, utilizing established office platforms and standards.

- Collaborative team player to partner with KSMA's integrated team of design professionals and comfortable in a fast-paced energetic environment

Full-time position based in the KSMA Long Beach, CA Office:

- Work schedule: Monday-Thursday in office (office closed on Friday)
- 10-hour workdays with 1 hour lunch break
- 401K program available
- Health Insurance benefits available
- Paid Vacation, Sick Leave and Holidays
- Compensation: Salary negotiated based on experience, expertise, and skillsets.

Please submit cover letter and resume to: ricardo@ksmarchitecture.com