

## **About the Job**

See Arch is looking for a Senior Architect to join our growing team, design and manage residential, and boutique commercial and hospitality projects and step into a leadership role as our emerging firm continues to evolve. The individual should possess strong management and client-facing communication skills as well as an interest in detailed, high-end design and construction. An ideal candidate is one who can embrace and enhance our company values while inspiring our team, our clients and collaborators.

## **About the Studio**

See Arch is a women-owned Architecture and Design firm based in Berkeley and Sonoma County, California with a growing project base in Los Angeles. Founded by Sarah Ebner in 2016, See Arch began with the simple intention of improving the work-life balance of studio practice while upholding the excellence of architectural service and craft.

Our studio is one of empathy—for our clients, our team, and our colleagues. Communication and shared creativity lie at our core, as we believe this is the key to inspired designs.

### **Role Responsibilities:**

- Serve as a leader of See Arch's team in managing high-end residential and small scale commercial projects.
- Participate in business leadership decisions and enhance the culture of the firm as an engaged team member and leader.
- Lead projects independently while guiding junior and intermediate staff, client and consultant involvement.
- Provide support to architectural staff while managing project fee budgets and timelines.
- Perform redlining, code analyses, design charrettes and presentations for select projects.
- Lead Permitting efforts for select projects.
- Lead Construction Administration tasks for select projects.

### **Qualifications and Experience:**

- 8+ years of experience in the architecture industry.
- Minimum 3 years experience in a management role (job captain or team management).
- Experience in project management including technical documentation, engineering coordination, quality control and junior staff oversight.
- Strong leadership skills with the desire to participate in firm growth.
- Advanced client management and project planning skills.
- Ability to advance a design through all project phases from concept through construction.
- Experience designing mixed-use projects with the ability to tailor designs to client and firm objectives.
- Advanced visual and verbal communication skills.

- Proficiency in Revit, AutoCAD & SketchUp.
- ArchiCAD and Rhino proficiency a plus.

Benefits:

- 401K match program
- Full Medical
- Full Dental
- Life Insurance
- Flexible 4-day work week
- Hybrid remote-office schedule, 1-2 days per week in Berkeley, CA

If interested, all applicants can send your resume and portfolio directly to [alanna@see-arch.com](mailto:alanna@see-arch.com). Thank you for your time and interest!