

## POSITION: JOB CAPTAIN / DESIGNER

The Los Angeles office of Page & Turnbull specializes in the preservation, rehabilitation, repair, adaptive reuse, and maintenance of historic structures. Founded in 1973, Page & Turnbull is an approximately 45-person company with offices in San Francisco, Los Angeles, and Sacramento. The Los Angeles office is an 8-person office that seeks a Job Captain/Designer who can assist project managers in a wide variety of project areas. Within a small office with multiple projects, the Job Captain/Designer would be able to work on an exciting variety of historic projects and participate in all phases of design.

### Requirements

- 4-6 years of architectural experience.
- Bachelor of Architecture degree or a Master of Architecture degree from an accredited college or university.
- High proficiency in Revit, including minimum 2+ years' experience producing construction documents in Revit and the ability to build families.
- General technical knowledge of building materials, systems, and assemblies.
- Experience with AutoCAD, Microsoft Office, and Adobe Suite applications.
- Enrollment in NCARB and active pursuit of architectural license.

### Duties

- Producing feasibility studies, conceptual design packages, and construction documents under the supervision of a licensed architect.
- Assisting Project Managers with:
  - Coordinating and leading production teams in developing construction documents.
  - Coordinating consultants' work.
  - Maintaining and distributing current issues of drawings and specifications.
  - Construction Administration and Building Surveys.

### Characteristics

- Interest in historic preservation and adaptive reuse, and an appreciation of historic buildings and places.
- Highly professional with strong communications skills. Candidate will be required to participate in team meetings and communicate effectively with coworkers and consultants.
- "Self-starter" who can assist the Project Managers and Principals in finding solutions to project challenges.
- Strong organizational and time management skills to work on multiple projects at a time.

Salary is commensurate with experience.

Please send a letter of interest, resume, and work samples in PDF format to Lindsey Miller: [miller@page-turnbull.com](mailto:miller@page-turnbull.com)