

**JOB TITLE**

Interior Designer, Workplace (5+ years)

**FIRM NAME**

Clive Wilkinson Architects

**LOCATION**

Culver City, California

**FIRM PROFILE**

Clive Wilkinson Architects is a highly collaborative, design-focused practice looking to expand our talented team in our vibrant Culver City studio. With an international reputation in workplace design and strategy, the firm is now moving into other design spheres including master planning and ground-up construction, as well as higher education, residential, hospitality and other typologies. What distinguishes our work is the thoughtful integration of design with strategic research and innovation. We are thinking architects who aspire to excellence in all aspects of our work.

We are currently working on a wide range of projects across North America – in Austin, Los Angeles, New York City, San Francisco, Seattle and Vancouver – varying in size from 2,000 SF to 1,000,000 SF and in construction value from \$1M to \$1B. For more on our current and completed projects, please go to [www.clivewilkinson.com](http://www.clivewilkinson.com).

**SALARY RANGE**

Salary will be commensurate with abilities and experience.

**JOB DESCRIPTION**

Clive Wilkinson Architects is seeking to hire highly motivated and skilled **Workplace Designers** with a minimum of 5 years of relevant experience in architecture and/or interior design.

**JOB RESPONSIBILITIES**

- Produce design work under supervision of the Project Architect or Design Principal
- Facilitate space planning and contribute to programming efforts, in addition to producing design presentations and construction documents
- Participate in the selection and presentation of FF&E (furniture, fixtures and equipment), fabrics, lighting and color palettes
- Participate in construction administration of projects and review of submittals and finish samples
- Work with external consultants, product representatives, furniture dealers, fabricators and specification writers to achieve project objectives

**JOB QUALIFICATIONS**

- Architectural license, CID, NCIDQ (or progress towards pursuit) and LEED accreditation preferred
- Ability to thrive in a fast-paced, collaborative creative community where working independently, managing your time well, and meeting deadlines are paramount
- Excellent analytical and problem-solving skills
- Ability to take initiative in response to direction with a flexible, open outlook

**CLIVE WILKINSON ARCHITECTS**

6116 Washington Boulevard Culver City California 90232 T 310 358 2200 F 310 358 2205 [www.clivewilkinson.com](http://www.clivewilkinson.com)

- Strong leadership, organizational and communication skills
- Strong graphic and oral design communication skills, including the proven ability to produce 3-D presentation drawings (digital or by hand) to convey design ideas
- Proficiency in Revit and Adobe Creative Suite is required. Knowledge of Rhino, Lumion and other modeling/rendering software is a plus.
- Previous experience producing FF&E packages and specifying finishes on corporate and institutional projects from concept design through construction administration phases
- Working knowledge of interior planning and furniture systems. Experience on both small and large-scale projects is advantageous.
- Working knowledge of commercial project constructability and code requirements

#### **JOB REQUIREMENTS**

To be considered for this position, you must be a U.S. Citizen/Permanent Resident or be authorized to work in the United States. Eligible applicants must have a Bachelor's and/or Master's degree in Architecture or Interior Architecture/Design. Position is available immediately.

#### **CONTACT INFORMATION**

Please apply by sending your cover letter, portfolio and resume to [careers@clivewilkinson.com](mailto:careers@clivewilkinson.com). Include "Interior Designer, Workplace (AIA/ALA)" in the email subject line. We look forward to receiving your application!