

**JOB TITLE**

Project Coordinator/Job Captain (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.

SALARY RANGE

Salary will be commensurate with abilities and experience.

JOB DESCRIPTION

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

JOB RESPONSIBILITIES

- Develop design and detailing concepts according to parameters defined by the Project Manager (PM) and/or Project Architect (PA)
- Ensure the overall design intent of the project established by the Design Principal is incorporated into detailed documentation
- Assist the PM/PA in overseeing the design and detailing process from concept design through construction administration
- Assist the PM/PA in communicating directions to the internal team
- Coordinate drawings and specifications with external consultant teams
- Maintain ongoing communication to understand changes, design issues or time/budget constraints
- Work with contractors, external consultants, product representatives, furniture dealers, fabricators, regulatory agencies and specification writers to achieve project objectives

JOB QUALIFICATIONS

- Architectural license (or progress towards pursuit) and LEED accreditation preferred

CLIVE WILKINSON ARCHITECTS

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- 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
- 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 3D modeling software (e.g. Rhino, Grasshopper, V-Ray, Lumion) and other modeling/rendering software is a plus.
- Prior experience coordinating teams of designers on corporate and institutional projects from concept design through construction administration
- Advanced knowledge of architectural building systems and codes as well as sustainability

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. Include "Project Coordinator/Job Captain (AIALA)" in the email subject line. We look forward to receiving your application!