



## WANTED: PROJECT MANAGER/PROJECT ARCHITECT FOR THE LOS ANGELES OFFICE

dsk architects was established in 2006, with a focus on education and healthcare. With 19 staff, including 9 licensed architects shared between our San Francisco, San Luis Obispo and Los Angeles offices, the dsk offices have the camaraderie of a small studio with the benefits and resources of an established mid-size firm.

We're looking for friendly, ambitious, sharp-minded professionals ready to grow professionally and share their knowledge and experience in a small and growing office. We embrace those who ask a lot of questions, are curious to learn, and willing to share. As a member of the dsk office, you'll interact with clients, conduct site visits, grow new skillsets (or polish existing ones), and see your work realized in construction – with the support and guidance of your office co-workers along with our seasoned staff.

dsk is committed to providing a great work environment and good work-life balance. Our office is bright, ergonomic (electric sit/stand desks), and readable (40" 4K monitors for optimal drawing viewing). In addition to 15 PTO days + 7 Holidays, our compressed work schedule affords 12 extra days off a year, allowing more 3 and 4 day weekends without even touching your PTO.

### QUALIFICATIONS / REQUIREMENTS:

- Licensed preferred
- Excellent written and verbal communication skills
- 7+ experience with:
  - With development and delivery of quality Construction Documents ideally for civic, educational, healthcare or other similar buildings
  - With specification review and coordination
  - With hands-on coordination with consultants
  - Inhouse staff mentorship and oversight
  - With both conventional and custom detailing
  - With software savvy skills, professional Revit experience a plus

### JOB DESCRIPTION:

The PM/PA will lead the team, produce quality contract documents, and relay as point-of-contact between the client and various approval agencies, all the while acting as the guidance navigator with the help of the Job Captain to get us to the finish line within budget and schedule.

### IF YOU WISH TO APPLY, PLEASE SUBMIT:

1. A resume, cover letter, and pdf copy or weblink to your portfolio.
2. In the letter, address your current professional level and why you want to join dsk.
3. Include sample construction documents with your portfolio.
4. Keep the total e-mail size under 10 MB.

To see our work, check out our website at [www.dskarch.com](http://www.dskarch.com)

To apply, please send your cover letter, resume and portfolio to [jacqueline@dskarch.com](mailto:jacqueline@dskarch.com)

### NOTES:

- No phone calls. We will confirm that we've received your application, and let you know whether or not you've been selected to interview.

