

MICHAEL MALTZAN ARCHITECTURE

ADMINISTRATIVE ASSISTANT | LOS ANGELES, CALIFORNIA

ABOUT MICHAEL MALTZAN ARCHITECTURE, INC.

Founded in 1995, Michael Maltzan Architecture is an architecture and urban design practice committed to the creation of progressive, transformative experiences that chart new trajectories for architecture, urbanism, and the public realm.

Led by Michael Maltzan, the Los Angeles-based practice is dedicated to the design and construction of projects which engage their context and community through a concentrated exploration of movement and perception. The practice's collaborative studio culture is focused on developing partnerships across disciplines to integrate sustainability and architectural form.

The practice has been recognized with five Progressive Architecture awards, 35 citations from the American Institute of Architects, and the Rudy Bruner Foundation's Gold Medal for Urban Excellence. This body of work has been featured in a number of international publications including *Architecture*, *Architectural Record*, *Architectural Review*, *Artforum*, *A+U*, *Domus*, *Blueprint*, *GA Houses*, *Lotus*, *Newsweek*, *Mark*, *Metropolis*, and *The New York Times*. The projects have also been exhibited in museums worldwide including the Museum of Modern Art, the Canadian Centre for Architecture, the Cooper-Hewitt National Design Museum, and the Los Angeles Museum of Contemporary Art. Monographic exhibitions have been featured at the Southern California Institute of Architecture, the Harvard Graduate School of Design, the Rhode Island School of Design, and the Carnegie Museum's Heinz Architectural Center with an accompanying monograph entitled *Alternate Ground*.

POSITION SUMMARY AND QUALIFICATIONS

Michael Maltzan Architecture is seeking an Administrative Assistant who will cover multiple aspects of the office: front desk reception, office coordination, and assisting the Managing Principals with administrative duties. Ideal candidate must be a team player with strong skills in multi-tasking. We are looking for a personable, capable, reliable, and conscientious individual to become a valuable asset to the firm. Must have good computer skills in Microsoft Word, Excel, and Access. Familiarity with graphic design programs would be an asset. Please visit our website www.mmaltzan.com for further information on our practice. Salary commensurate with experience.

In order to be considered, please visit our website <http://www.mmaltzan.com/contact/employment-2/> for directions on how to apply. In addition to providing a cover letter, and resume, please provide (3) references from similar experiences. No phone calls or drop-ins please.

MMA is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.