

**Job Title:**

Project Architect – Full Time or Contract Consultant  
Design / Construction Documents

**Firm Name:**

Reed Architectural Group, Inc.

**Website:** [www.reedarchgroup.com](http://www.reedarchgroup.com)

**Location:**

Venice, CA

**Job Description: Full-time or Contract Consultant**

Reed Architectural Group is a progressive, fast paced design firm, who is looking for a person with 7-10 years' experience that is detailed oriented and wants to work as team player. Being that the firm is small, this allows the applicant to be exposed to all phases of architecture, from concept/schematic design to construction documents and construction review. The firm's main concentration of work is multi-family, mixed-use, and retail/commercial. Applicant must have 3 years minimum experience working on City of Los Angeles Density Bonus and TOC projects from conceptual design, construction documents thru permit processing.

**Qualifications:**

- Bachelor's Degree in Architecture – minimum
- 7 -10 years' experience preparing design drawings and construction documents.
- Self-motivated, problem solving person, who excels with responsibility and ultimately intends on becoming a licensed Architect if not licensed already
- Excellent communication skills.
- Ability to delegate tasks.
- Ability to multi-task on various stages of a projects and can easily move from one project to another
- Ability to assembly a full set of construction documents, including coordination with consultants
- Willingness to help meet deadlines by put in the extra time when needed
- Code book knowledge (California Building Code, Los Angeles, and Santa Monica)
- Required: Proficiency in AutoCAD, Revit, and Microsoft Windows
- Preferred: Strong computer skills in SketchUp, Adobe Suites (Photoshop, Illustrator, etc.), Microsoft Office (Excel, Word, Outlook), and experience with 3D modeling/rendering.
- Local residing candidates only and must have current legal authorization to work in the US

**We Offer:**

- Competitive Salary with typical 40-hour work week
- Health Plan
- Paid Holidays
- Paid Vacation
- Personal Time
- Year End Bonus

Salary based upon qualifications and experience

**Required Documents for Consideration:**

- Resume (in PDF format)
- Portfolio (in PDF format)
- Cover Letter (in PDF format)
- Three References
- Work permit required for non-US residence. Company will not sponsor employee.

**Application Instructions & Contact Info:**

Please email cover letter, resume, and samples of work in PDF format (no downloads) to:  
[info@reedarchgroup.com](mailto:info@reedarchgroup.com). No phone calls please.