Clive Wilkinson Architects is seeking to hire a highly motivated and skilled Project Coordinator/Job Captain with five plus years of relevant experience in architecture and/or interior design.

About Us
We are a highly collaborative, design-focused practice looking to expand our talented team in our spacious Culver City studio. With an international reputation in workplace design and strategy, the firm is moving into other design spheres, including master planning, ground-up new construction, educational facilities, residential, hospitality and other challenging typologies. What constantly distinguishes our work is the 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 a hybrid schedule – three+ days/week in the office and up to two days/week from home.

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
- coordinate drawings and specifications with internal and external 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 and/or WELL 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
- 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 US 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. Salary will be commensurate with abilities and relevant experience.

To Apply
Please send a cover letter, portfolio, and resume to careers@clivewilkinson.com. Include the title of the job for which you are applying in the subject line.