

**Job Title:** Job Captain

**Firm Name:** Appleton Partners LLP

**Position Location:** Santa Monica, CA

**Firm Profile:** Appleton Partners LLP – was established by Marc Appleton in 1976, and has offices in Santa Monica and Santa Barbara, California. We have designed over 850 projects and specialize in the planning, design, and landscaping of custom residential, institutional and commercial projects for both private and public clients. Our projects include additions, restorations and the adaptive reuse of existing buildings as well as new construction. We have been extensively published in major design periodicals and have won numerous awards and competitions. Design is a collaborative process with our clients, inspired by their specific desires, needs, program, and budget. The location, environment, and siting of each project strongly influence this process, and a harmonious relationship between the buildings and landscape is always an essential concern.

Whether contemporary or traditional in style, our architecture strives for an appreciation of place and time. The work is diverse and eclectic, and we reject the idea that a successful design practice needs to be “branded” or have a consistent signature style, or that architecture always has to shout.

**Salary Range:** \$70 - \$85k/year

**Job Description & Requirements:** Prestigious Santa Monica architectural firm specializing in high-end residential design is seeking a Job Captain. We are looking for a candidate with 5-7 years’ experience. Proficiency in Revit required. We offer a great working environment, excellent benefits, and a competitive salary for the right candidate. Below are the Job Captain's responsibilities:

Design:

To understand the project design.

To prepare, and develop where required, drawings, models, images and other documents relating to the design and development of the project.

Project Management:

To assist where required in the coordination of project information including consultant coordination and implementation into drawing set of structural, mechanical, electrical, interior and landscaping information as directed by the SPM.

Attend periodic project and client meetings as the budget and project requires.

To take responsibility, where requested by the PM or SPM, for specific areas of the project development.

Coordination, when directed by the PM or SPM, with consultants, owner's representatives, and other parties or agencies involved with the project.

Thorough knowledge and implementation of Office standard setups and sheets in compliance with company procedures and standards.

Understanding the scope, cost and time of the work.

To contribute or otherwise assist in project related responsibilities as required.

Supervise Draftsperson in project development, and review project drawings for accuracy and completeness.

Maintain up to date knowledge of project progress and required tasks to be completed.

To seek, and record evidence of, professional development, such as Architectural Licensing and/or continuing education/accreditation, LEED Certification, and involvement with outside professional organizations.

**Desirable Skills:**

Demonstrates ability to undertake the above responsibilities.

Ability to take direction from a senior employee.

Ability to constantly communicate ideas to SPM to ensure that their direction is correct and time is not wasted.

A professional or post-graduate degree in architecture.

Previous experience working in an architectural practice.

**Contact Information:** Please email resume and portfolio to [info@appleton-architects.com](mailto:info@appleton-architects.com)