



OPEN POSITION: EDUCATION JOB CAPTAIN FOR THE LOS ANGELES OFFICE

dsk architects was established in 2006 with a focus on education and healthcare. In 2020, we added commercial interiors to our services. With 36 staff members, including 12 licensed architects, shared among our Oakland, San Francisco, San Luis Obispo, and Los Angeles offices, dsk architects offers 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 designers ready to grow professionally and share their knowledge and experience. As a member of the dsk team, you will interact with clients, conduct site visits, grow new skill sets (or polish existing ones), and see your work realized in construction – all with the support and guidance from our seasoned staff.

JOB DESCRIPTION:

We are seeking an individual to manage projects predominantly in our education division. dsk is lucky to have a steady staff, and we prefer to keep team members on projects from start-to-finish for consistency. The Job Captain will play a critical role in providing technical translation of the project design and delivering effective and rigorous documentation under supervision of the Project Manager/Architect. The ideal candidate is skilled in developing and coordinating architectural drawings with a focus on constructability, code compliance, coordination with team members, and implementation of dsk and industry standards. The successful candidate is resourceful and highly organized.

QUALIFICATIONS / REQUIREMENTS:

- 3+ years in-office experience post college
- Strong written and verbal communication skills with excellent organizational skills
- Working knowledge of building codes, other building regulations, and experience with regulatory agencies preferred
 - DSA experience preferred, not required
- Robust technical and design skills
- Experience with consultant coordination
- Experience in developing quality Construction Documents for public bid projects preferred
- Savvy software skills (Autodesk, Bluebeam, Adobe, and Microsoft Office)
 - Professional Revit experience required
- Must be willing to travel to attend site meetings

SALARY & BENEFITS:

dsk is committed to providing a great work environment and good work-life balance including a hybrid work schedule. Our office is bright with ergonomic electric sit/stand desks and 40-inch 4K monitors for optimal drawing viewing. We offer Fridays as optional remote workdays contingent on project meetings and site visits. In addition to 15 PTO days + 7 Holidays a year, our compressed work schedule affords 12 extra days off a year, allowing for more 3- and 4- day weekends without even touching your PTO. We offer a competitive compensation package based on experience and qualifications. Benefits include the following:

- Salary – 70,000 - 105,000 (based on experience and qualifications)
- Insurance – medical, dental, vision, and company-provided life
- Pre-tax spending accounts – flexible spending (FSA) and commuter benefits
- Retirement – 401k with company contributions, company-funded pension
- Professional development – annual continuing education/licensure stipend

IF YOU WISH TO APPLY, PLEASE EMAIL* THE FOLLOWING ITEMS:

1. Please include "dsk Open Position" in the subject line of your email.
2. Attach a PDF [resume](#) of relevant work and education experience.
3. Attach a PDF [cover letter](#) addressing your current professional level, level you are applying for, and why you want to join dsk.
4. Attach a PDF [sample of construction documents](#).
5. Optional: [Portfolio](#) as a PDF attachment or weblink.

*Keep the total email size under 10 MB.

To see our work, check out our website at www.dskarch.com

To apply, please send your cover letter, resume and portfolio to heather@dskarch.com

NOTES:

- We will not be able to sponsor work-related visas.
- We will confirm that we've received your application and let you know whether or not you've been selected to interview.
- No phone calls please.

Thank you for your interest in dsk!