



OPEN POSITION: EDUCATION PROJECT MANAGER / PROJECT ARCHITECT 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 PM/PA will lead the team, produce quality contract documents, and be the point-of-contact between the client and various approval agencies, all while acting as the guidance navigator with the help of the Job Captain to complete projects within budget and on schedule.

QUALIFICATIONS / REQUIREMENTS:

- License Preferred, not required
- 7+ years in-office experience post college
- Effective written and verbal communication skills with excellent organizational skills
- Strong knowledge of building codes, other building regulations, and experience with regulatory agencies
 - DSA experience strongly preferred
- Strong technical and design skills, experience with various building systems
- Experience with consultant coordination and in-house staff mentorship/oversight
- Experience with presentations to clients and the public
- Robust knowledge in developing quality Construction Documents for public bid projects
- Savvy software skills (Autodesk, Bluebeam, Adobe, Microsoft Office, and Construction Administration software)
 - Professional Revit experience required
- Must be willing to travel to attend site meetings and presentations

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 – 90,000 - 120,000 (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!