Job Captain

Michael Maltzan Architecture, Inc. (MMA) - Los Angeles, CA 90027

MMA is an architectural firm in Silverlake, Los Angeles. We are seeking an energetic, proactive, professional individual to join our team as Job Captain. The ideal candidate will be passionate about design and eager to play a central role in the development and coordination of our projects, moving from early concept design through construction. This role involves close collaboration with the firm's design and project management leadership, and the candidate will participate meaningfully in the design process.

Required Experience and Skills:

- 4-7 years minimum professional architectural experience after graduation. Internship experience is valued but does not count toward the minimum professional experience required.
- Demonstrated experience in drawing set development, Construction Documents, and Construction Administration is required.
- Advanced proficiency in common design software including Revit, AutoCAD, Rhino, Bluebeam and representation tools including Enscape and Adobe Suite are required.
- Strong written and verbal communication skills, with the ability to work effectively within a collaborative team environment. Experience with consultant coordination and client communication is preferred.
- Astute attention to detail, highly organized, and able to develop and implement systems to ensure work quality.
- Model making experience at a range of scales and model types is a plus.
- Being licensed, or in the process of obtaining a license, is a plus but not a requirement.

Responsibilities:

- Serve as the day-to-day project coordinator, working closely with project managers and design leadership to support successful project delivery.
- Coordinate with project architects and senior technical architects to maintain drawing standards and deliver high-quality drawing sets.
- Communicate effectively with consultants and clients regarding ongoing projects while tracking deliverables.
- Produce drawings, models, and other visual materials for design reviews, client presentations, and project meetings.

Salary: $80K - $95K

To apply, please submit the following materials to info@mmaltzan.com:

- Cover Letter
- Resume and work samples (including highlights from a CD drawing set is preferred)
- (3) professional references relevant to comparable work

MMA is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.