

## JOIN OUR TEAM!

<https://www.rparchitects.la/career-opportunities>

Rockefeller Partners Architects (RPa) is an award-winning firm headquartered in the Smoky Hollow neighborhood of El Segundo, California; a South Bay Beach City that promotes a healthy live/work balance. We are seeking a talented **Project Manager/Job Captain** to join our creative team full-time. RPa provides the opportunity for all team members to touch on all aspects of each project, from concept through construction. Work tasks will include taking a project from conception through completion with lots of hands-on experience and potential for fast individual growth.

### Requirements:

- Bachelor/Master's degree in Architecture
- Minimum 3-5 years experience at an architecture firm
- Ability to multi-task while maintaining a high level of detail and accuracy
- Reliable transportation to travel to and from job sites upon request
- Effective communication skills with internal project teams and clients
- Must have an eligible working status

### Job Duties Include (but not limited to):

- Participate in day-to-day project management
- Project/construction site visits
- Meeting deadlines in a timely manner
- Coordinate effectively with engineering and design consultants
- Prepare construction drawings for contractors and permit agencies
- Compiling project specifications
- Ensuring all vital information and documentation are recorded and maintained
- Work collaboratively with clients, peers, and senior staff
- Various other office duties including strong organizational skills upholding office standards
- Creative thinking and problem solving

### Personal Qualities:

- Desire to produce meaningful work and self-motivated
- Ability to be open-minded, take in different ideas, and encourage teamwork
- Ambition to self-educate and have a constant proactive attitude
- Always learning, growing, and contributing

### Nice To Have:

- Experience working on high-end residential projects, hotel | hospitality, and/or multifamily projects
- Proficiency in ArchiCAD, and Adobe Creative Suite (Photoshop, Illustrator, InDesign)
- Love for animals (we are a Pet-Friendly Office)

### What We Offer:

A hands-on creative work environment with colleagues who are passionate, creative, and continuously striving to innovate and improve. RPa values employee growth and wants to support your goals. We will cover the cost of all ARE exams that are passed starting date of hire, plus a bonus for newly licensed architects. We pay AIA yearly dues and California State Architectural Licensure biennial dues. Other benefits include health insurance (medical, dental, vision, and life); paid time off; 401(k) plan with up to a 4% company-matching incentive; half-day Friday schedule; plus an unlimited chocolate and caffeine supply.

*Please submit an email with your resume and design portfolio to [info@rparchitects.la](mailto:info@rparchitects.la). Be sure to include "RPa Career Opportunity" in the subject line and the role you're applying for.*



ROCKEFELLER PARTNERS