

POSITION: Job Captain**LOCATION: San Francisco | Los Angeles**

Page & Turnbull is an award-winning firm of architects and cultural resource specialists who have a passion for conserving historic places and reimagining them for the way we live today. We're looking for Job Captains, with a professional degree in architecture and 3-5 years of professional architectural experience, to assist on a variety of exciting projects at all offices.

The Job Captain supports all phases of architectural services including condition assessment, programming, site/building analysis and planning, concept design, construction documents, and construction administration.

YOUR CONTRIBUTION IS IMPORTANT

We're growing and hope to have a meaningful impact on historic places in California and beyond. With your creativity, outstanding communication and organizational skills, and BIM wizardry, you will help us produce exceptional deliverables (to our client's delight). You get to interface with talented consultants and bridge the knowledge/skill gap between Project Managers and junior/production staff. Our offices are handling numerous projects – you would immediately work on an exciting variety of historic projects encompassing a range of size and property types.

Primary responsibilities include:

- Perform architectural building surveys and condition assessments. Review historic drawings and documents.
- Write and compile feasibility and existing conditions studies.
- Lead the production of conceptual design packages and construction documents.
- Coordinate technical consultants' work.
- Coordinate and in some cases write specifications.
- Assist Project Managers with quality control, meeting documentation, and coordination.
- Assist with the permitting and project approvals processes.
- Perform construction administration services (review submittals and requests for information, attend OAC meetings, complete and document site walks.)

Salary is commensurate with experience. Salary ranges from \$68,000 to \$93,725 annually. Page & Turnbull is an Equal Opportunity Employer and a participant in the Federal E-Verify program.

Rewards/Benefits/Compensation:

- Hybrid work schedule
- Friendly and collegial atmosphere
- Medical, Dental and Vision benefits
- FSA/Flexible Spending Account
- Employer paid long-term disability and life insurance plans
- Nine paid holidays (includes one floating holiday)
- Paid vacation
- Sick leave
- 401k retirement plan, plus discretionary employer contribution
- Discretionary profit-sharing contribution
- Commuter Checks program

To Apply:

If you have a passion for preservation, architecture, and design and want to work with smart and collaborative people who are dedicated to their craft and who understand that work satisfaction is an important part of our life, then please send a letter of interest, resume, and work samples in PDF format to resume@page-turnbull.com.

To make sure your information gets reviewed in a timely fashion, add "P&T [San Francisco] - Job Captain Position" in the subject heading.

Architecture position description

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Architecture position description

Exhibit B – Page 1 of 1

Architecture position description

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