

Architect | Tim Clarke Design | Santa Monica, CA | 09.13.17

Tim Clarke Design, a boutique interior design firm in Santa Monica, is looking for a full-time in-house Architect to work in our office with designers and Principal on residential interior design projects. Responsibilities include preparing and presenting schematic and architectural design drawings, preparation of schedules, construction administration, and project management. Must be able to communicate effectively with contractors and architects and understand methods of construction. Coordinate and attend regular site meetings, taking notes and meeting minutes. Research and select materials and finishes in a studio environment with minimal supervision. Review shop drawings, submittals, and RFI's.

Job Requirements

3-5 years of experience in residential interior design

Excellent communication and organizational skills

Strong knowledge of the following:

-autocad

-archicad

-microsoft office

-adobe photoshop

-Sketchup

-Revit

About the Company

From private residences to commercial properties, Tim Clarke Design is a full service company that provides comprehensive architecture, planning and interior design services. Our mission is to provide residences that reflect the people that live in them, and an appreciation of the surrounding environment with the highest quality design services. We approach each project as the first through a comprehensive approach, seeking the best design solutions by working with all elements of the design process including master planning, landscape, exterior architecture, interior architecture, interior furnishings, fixtures, and equipment including accessories, art, vintage and antique collections.

Submit resumes to tim@timclarkedesign.com