

Architectural Office Assistant | Richard Meier & Partners | Los Angeles, CA | 06.09.17

Richard Meier & Partners is a world-renowned architecture firm known for creating innovative and critically acclaimed architecture. Our best-known projects include The Getty Center in Los Angeles, the Museum of Contemporary Art in Barcelona, the High Museum in Atlanta and the Jubilee Church in Rome.

The Los Angeles office is looking for a highly-motivated individual who is looking for an entry level, full time position where they can build a professional portfolio. Ideal candidates will be organized, detail-oriented, articulate, and have a passion for modern architecture with a can-do attitude. This position ranges from working on Construction Documents, archiving architectural drawings, moving architectural models, to changing lightbulbs.

The primary function of the Architectural Office Assistant is spent assisting the firm's architects and model maker with AutoCAD, model making, running errands and managing the archives, storage and samples room. The secondary function is to ensure that the office is kept efficient through organization and to assist the administrative staff when needed.

Please e-mail your resume, a cover letter which explains why you believe you are the successful candidate for this position, 5-8 work samples (if available), and two references in PDF format to the Office Manager at mail@rmpla.com with ARCHITECTURAL OFFICE ASSISTANT in the subject line. File size shall not exceed 8MB. We will not view links to portfolios or personal websites. No phone calls please.

Applicants must be authorized to work in the U.S. prior to receiving any employment offers. Only candidates fulfilling these requirements will be considered.