

POSITION: PROJECT ARCHITECT

MONTALBA ARCHITECTS, INC., is a design-focused and high-service architectural practice based in Santa Monica, California with a satellite office in Lausanne, Switzerland. We pride ourselves in crafting great Architecture for diverse clientele. Our body of work consists of private residences, boutique retail stores, as well as hospitality and commercial projects, which vary widely in budget and scale.

Our LA office is centered within the Bergamot Station Art campus in Santa Monica; amongst art galleries and the newly opened Metro Expo line station. We have a studio-like atmosphere where individuals can focus, inspire and learn from each other. We are seeking individuals that are excited for challenges and dedicated to do great work with our team. We want to hire people that have high expectations of themselves and have an ambition to be challenged, enjoy working with great people and want to develop as part of a team.

GENERAL REQUIREMENTS

- Completion of BArch or MArch
- Minimum of 4-6 years of relevant work experience in an architectural office
- Well organized, precise and attentive to detail
- Great verbal, written, and graphic communication skills
- Ability to work well and self-motivate in a collaborative team environment
- Enthusiasm to accommodate various shifting schedules, project demands, and deadlines
- AutoCad & Sketchup experience required
- Mac OS X experience preferred
- Ability to travel for projects

PROJECT REQUIREMENTS

1. Project Management

- Coordinate with internal teams to complete highly refined and complex projects
- Coordinate with client, consultants, contractors
- Construction Administration experience required
- Coordinate complex, project specific challenges
- Permitting and agency coordination preferred
- Interest in mentoring junior staff

2. Construction Documents*Must include examples of Construction Document sheets in submission.

- Coordinate with team to produce high quality construction documents and project manual
- Prepare architectural details
- Research materials, systems, code and implement to drawings

- Provide quality control for drawing sets

3. Visualization / Presentation

- Coordinate design with teams working in 3D (Sketchup)
- Graphic presentation

This full-time, salaried position is available immediately. We provide a competitive salary and a generous benefits package. We support growth within the office and encourage professional development.

A successful candidate should have a strong interest in retail and residential work and a desire to grow quickly in knowledge and responsibility. With projects across the United States and throughout Europe, potential candidates must be able to travel and be actively engaged with projects outside of our California office.

No Phone Calls Please. Responding to this posting via Archinect is preferred over emailing us your portfolio. If you must email your portfolio, please do so at jobs@montalbaarchitects.com. Limit File Size to Under 5MB, Please.

Montalba Architects, Inc. will review all submitted work and contact selected candidates for an interview.