

Position:

Full-time Architect / Intern Architect

General description

Bostwick Design Partnership, a full-service architectural and interior design firm with offices in Cleveland, OH; Erie, PA; Pittsburgh, PA and Miami, FL is seeking a licensed architect or architect intern with 3-6 years of experience to join our firm in any of our locations. This opportunity will allow you to participate in an open studio work environment where design excellence is achieved through team collaboration

Bostwick Design Partnership practices the art of architecture and the science of design. We create environments for medical, educational, and civic communities that advance well-being and knowledge. Our firm received the Gold Medal Firm Award from the Ohio Chapter of the American Institute of Architects. For more information visit our website: <http://www.bostwickdesign.com>

Primary Responsibilities

- Create project deliverables for all phases of design.
- Coordinate and advance visual design process.
- Execute technical design & detailing.
- Manage internal team & assign tasks.
- Manage project-specific Building Information Modeling.
- Coordinate consultant team for production of deliverables.
- Coordinate (not necessarily author) specifications.
- Confirm project complies with applicable codes.
- Carry out Bidding and Construction Administration process.

Secondary Responsibilities assisting Project Managers

- Communicate design intent to owner.
- Represent owner's concern to firm leadership.
- Develop & execute work plan.
- Manage project schedule.
- Manage visual design process.

Qualifications

- Bachelor of Architecture or Master of Architecture professional degree required.
- Demonstration of progress with NCARB IDP program required, professional licensure preferred.
- Proficiency in Revit strongly preferred.
- Experience with Adobe Creative Suite preferred.
- Microsoft Office Suite experience a plus.

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Bostwick Design Partnership

February 2017

Page 2



Characteristics

- Excellent organization and time management skills
- Prioritization to meet deadlines in a fast-paced environment
- Creative problem solving and imaginative design abilities
- Collaborates successfully as part of a team
- Capacity to work on multiple projects simultaneously
- Strong interpersonal, verbal and visual communications skills
- Good written communication skills a plus
- Assertive, tactful and enthusiastic
- Takes initiative but also takes direction from office leadership
- Committed and loyal
- Ability to maintain discretion and confidentiality at all times

Benefits and Compensation:

- Health insurance
- Paid time off for holidays, personal time, and accrued vacation
- Strong professional development and mentoring opportunities
- Compensation discussed on an individual basis

Interested candidates should submit resume and portfolio examples to:

Rick Ortmeier AIA, LEED AP

Principal

Bostwick Design Partnership

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