

*Position:*

**Full-time Intern Designer – Erie Office**

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 full time entry level intern designer, entry level to two years experience, to join our Erie PA office. 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>

As an architectural intern designer you can expect to make a meaningful contribution to our design projects and work directly with a wide range of our professional staff. You will experience real engagement and career growth through a varied range of responsibilities, including those outlined below.

Primary Responsibilities

- Gain and advance professional experience in a collaborative, professional architectural design firm environment
- Work with firm leadership, project managers, architects, and peers to provide office-wide design support
- Produce original work while assisting with the advancement of project designs
- Gain valuable technical knowledge through in-house mentoring and first-hand experiences including client and consultant meetings and construction site visits
- Carry out project-specific tasks, ranging from rendering development and conceptual design support to production assistance for details and construction documents
- Typical day includes self-directed project tasks, team reviews and work sessions, and collaboration with design staff
- 8:30 AM - 5:30 PM, 5 days per week are typical office hours

Qualifications

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

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### 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
- Support of preparing for and taking the Architectural Registration Exams
- Compensation discussed on an individual basis

Interested candidates should submit resume and portfolio examples to:

Rick Ortmeier AIA, LEED AP  
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