

## Architectural Draftsperson

MJM+A Architects PLLC, a quick paced architectural firm with offices in New York, NY and Portland, ME, is seeking a highly motivated and passionate team member to work out of our Midtown Manhattan office, and this position will support projects in both regions.

**MJM+A is noted for its' high energy design work, excellent construction documents** and advanced project administration. We work on a variety of architectural projects, from custom residential settings, commercial and hospitality projects, to exterior restoration and historic preservation.

We seek a candidate with a B.S.in Arch. Tech or a B.Arch to fill the position of architectural draftsman with the ability to efficiently manipulate AutoCAD and create working construction drawings and details. Aptitude in Word/Excel/and Adobe Photoshop and Acrobat required; proficiency in SketchUp and Revit is desired. This is a growth position where it is expected that the successful candidate will advance into an assistant project manager if qualified. 1-3 years of previous experience is a plus.

Typical responsibilities will include: documenting existing condition drawings and field measurements; participating in preliminary and schematic design phases; development of design documents and construction details and plans, site visits during the construction phase as well as correspondence with project team members to coordinate deliverable production and development.

Architectural draftsman responsibilities:

- Interact with project team to determine project scope
- Research project site
- Prepare design schemes
- Prepare high-quality construction drawings in AutoCAD based upon provided markups and supervisor direction
- Prepare construction details
- Coordinate project manuals
- Assist in preparation of AIA contracts pursuant to specific consultations
- Adhere to all industry standards in design
- Communicate with clients, consultants, and contractors as requested.
- Research project specifications

Architectural draftsman skills:

- **Bachelor's Degree in Architecture, Design or related field**
- Extensive experience with AutoCAD
- Strong command of Microsoft Office, Adobe Photoshop and Acrobat
- Familiarity with Revit and Sketchup software desirable
- Advanced communication skills
- Willingness to travel within 90-mile radius
- Please provide resume, samples of AutoCAD work, References

MJM+A is an equal opportunity design studio and encourages all qualified candidates to seek an interview.

**If interested, please send cover letter and resume to Debra Nicholson at [MJMAarchitects@gmail.com](mailto:MJMAarchitects@gmail.com)**