

Intermediate Level Architectural Associate

PAU is accepting applications for a full-time intermediate-level Associate with 3-5 years of full-time work experience. The successful candidate will share our passion for design and innovation and will be committed to developing exemplary work in a self-motivated and collaborative manner.

Responsibilities shall include but are not limited to:

- Ability to work individually or collaboratively with the project team, report to Project Leader and/or Principal, and meet project deadlines in a timely manner
- Generate hand-drawn and CAD sketches, working and presentation models throughout the design process
- Generate detailed digital 3D models throughout the design process
- Prepare comprehensive drawing sets from concept design through construction documents
- Maintain files including drawings, documents, specifications, correspondences and all other project materials in an organized manner following firm protocols
- Ensure all deliverables produced follow standards of the firm and direction from project leader or principal
- Prepare and develop design and presentation documents in support of various project phases including presentation drawings and photorealistic renderings

Experience and qualifications:

- 5-years Bachelor's or Master's degree in Architecture
- 3-5 years of experience in several phases of the design process: conceptual, design development, construction documents, and construction administration
- Applicants must be legally permitted to work in the U.S.

Applicants must have:

- Excellent communication skills with fluency in English (spoken and written) and ability to ensure accuracy and professionalism in all communications
- Significant contributions to a well-documented and coordinated drawing set
- Fluency in AutoCAD and Revit, and ability to produce detailed drawing sets
- Excellent Adobe Suite and Rhino modeling skills
- Understanding of materials, construction techniques, and zoning/building codes
- Strong organizational skills and ability to work on multiple or fast-paced projects and meet project deadlines
- A strong desire to develop as a professional architect

Office Structure:

We have adopted a hybrid schedule. We are physically in our Union Square office 1p – 6p, Monday through Thursday. We work remotely during the mornings and all day on Fridays. In-office hours can change depending on work load and deadlines. Staff are welcome to work in the office full time if they prefer.

Salary/Benefits:

We offer competitive salary and comprehensive benefits package including:

- Partial contribution to medical, dental and vision insurance for employees and their families
- Fully paid life insurance
- Fully paid short and long-term disability insurance
- 401(k) plan
- 50% coverage for Citibike membership
- FSA plans
- Paid vacation, sick leave, and holidays
- Two (2) weeks of remote work per year
- Licensure support
- Summer Fridays between Memorial Day and Labor Day, and office closed between Christmas and New Year's Day

For immediate, confidential consideration, please email your resume and a portfolio that includes both professional and school work to info@pau.studio. No freelancers or contractors. No phone calls please.

All candidates should have legal work status in the United States. PAU is an Equal Opportunity Employer.

The salary range for this position is \$80,000 - \$95,000. Individual salaries within those ranges are determined through a wide variety of factors including but not limited to education, experience, knowledge, and skills.