

If you would like to join a dynamic, energized, innovative and collaborative environment, where your ideas will be heard and your skills challenged, send your cover letter, resume, and portfolio as one file no larger than 5 MB, Adobe PDF preferred but Word is acceptable to [PERrecruiter@perkinseastman.com](mailto:PERrecruiter@perkinseastman.com). Please include email reference located at the end of each job listing below.

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## CHICAGO

- Senior Designer

## DALLAS

- Interior Designer III/Project Manager

## LOS ANGELES

- Project Manager III – Healthcare

## NEW YORK

- Senior Project Scheduler – International project
- Specification Writer – (NY, CA, or DC location)
- Interior Architect/Interior Designer – Hospitality
- Practice Area Marketing Specialist – Healthcare
- Project Architect III – Field Representative (PreK-8)
- Project Accountant
- Project Architect II – Sports Arena & Training Facilities

## SAN FRANCISCO

- BIM Manager/Project Architect
- Architectural Designer I
- Architectural Designer II/III

## WASHINGTON DC

- Interior Architect/Interior Designer – Hospitality



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## CHICAGO

### Senior Designer

As a result of our growing and diverse practice in our Chicago office, we are currently searching for a Senior Designer to join our team. As a Senior Designer at Perkins Eastman, you will be responsible for leading or collaborating on the design of Hospitality and Mixed-Use developments globally.

#### Job Responsibilities:

- Initiates and creates project designs and plans of all phases of one or more projects and has responsibility for preparing presentations and design drawings.
- Coordinates all trades and agencies related to building design while monitoring drawings.
- In a supervisory capacity, is responsible for major design decisions and technical accuracy of large projects while handling a significant amount of challenges that require new approaches and guidelines.
- May supervise or perform site observations activities.
- Record/archive all drawings, data and project information
- Develop various predesign services which may include conducting feasibility and environmental impact studies, selecting a site, or specifying the requirements the design must meet.
- Develop the project design brief.
- Consult with design professionals to determine the environmental and structural requirements of the project.
- Prepare drawings, models and present ideas for the client to review.
- Manages and maintains project work plan, manages the day to day running of the design team in refining the project.
- Coordinates and supervises consultants in finalizing the design documents.
- Responsible for keeping the project within financial budget and deadlines and producing detailed working drawings and specifications; specifying the nature and quality of materials required.
- Assures that the design follows; building codes, zoning laws, fire regulations, and all other pertinent ordinances.

#### Key Skills:

- Bachelor or Master degree in Architecture preferred
- Minimum of 8 plus years' with domestic experience in High End Residential and Resorts
- Digital architectural visualization and animation experience preferred
- Strong technical understanding of building construction and materials.
- Possess leadership ability to direct a team of junior and intermediate designers.
- Excellent presentation skills required.
- Strong proficient with computer-assisted design software such as AutoCAD, Photoshop, Illustrator, In-design; 3D software such as Sketchup.



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**Key Skills cont.:**

- MUST be highly proficient in Revitw
- Rhino or 3D Studio a plus
- Proficient with PowerPoint and other data management software such as Word and Excel.
- Strong communication skills, excellent drawing, model making and graphic presentations skills.

**Email Subject Line: CHICAGO – Senior Designer**

09/01/2017



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## DALLAS

### Interior Designer III/Project Manager – Hospitality

The Dallas office of Perkins Eastman, which includes ForrestPerkins, a distinct studio of Perkins Eastman, has an immediate need for a dedicated, passionate team member with strong individual design and problem solving skills for immediate opportunities as an Interior Designer III. This position requires the candidates to support project team leaders and produce presentations suitable for the Perkins Eastman team and client.

The Interior Designer III has overall responsibility for design quality for the project(s). The Interior Designer has the ability and responsibility to lead the project team to conceptualize the project as a whole, sets the initial design direction and makes critical aesthetic decisions throughout the project while integrating input from client and operator. This position has the responsibility to lead the team including FF&E and interior architecture. The Interior Designer III is responsible for accuracy of documentation and project team members under their supervision to ensure the success of the project.

#### Job Responsibilities:

- Responsible for leading and reviewing the design narrative and design graphics for concept presentation materials
- Leads and/or works in tandem with Senior Architect to space plan and design the interior architectural envelope
- Reviews and understands with professional proficiency detailed construction documents including floor plans, elevations and sections, electrical details, finish schedules, furniture floor plans, FF&E specifications, finish boards, materials and finishes to determine compliance in quality, design, and codes. Leads team to complete such documents
- Oversees completion of FF&E design & documentation based on project criteria, budget, program, and standards
- Responsible for internal presentation of project design materials to senior leadership
- Oversees FF&E specification process, reviews and approves FF&E purchase orders (if necessary), and maintains fee budget for all phases of the project interiors. Project Designer may be responsible for full review of FF&E specifications before they are issued
- If there is no Senior Architect on the project, the Senior Designer is responsible for review and accuracy of interior architectural project documents prior to issuance to AOR, client and/or operator
- Leads quality control reviews for projects to confirm documents are meeting ForrestPerkins, client, and operator's standards
- Closely coordinate with AOR, consultants and others to alert them of elements needing their coordination and/or documentation
- Oversees design team in review furniture installation plans and shop drawings for content and accuracy and insure that they are fully coordinated with all pertinent consultant drawings. Responsible for final approval of FF&E shop drawings

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**Key Skills cont.:**

- Prime interface with the client, operator and consultants with regard to design issues, leads, presentations, etc.
- Responsible to communicate in a complete and timely manner, all client comments or directives and insure that they are reflected in the design and documentation
- Communicates directly with the VP in charge and/or President with regard to client directives and major design issues and prompts/leads internal design reviews during the design process, prior to presentation to the client
- Participates in on-site meetings with owner, consultants and contractor inclusive of construction review and FF&E installation, as necessary.
- Bachelor or Master Degree in Interior Design or Interior Architecture
- Minimum 10 plus years of relevant experience
- Strong communication and organizational skills and the ability to work effectively with others in a challenging fast paced work environment.
- Ability to develop, communicate and present design concepts to client and teams
- Ability to work on multiple projects at the same time
- Proficiency with Revit, 3D Max, Sketch-up, Adobe Creative Suite, InDesign, AutoCAD, PowerPoint, and other related design software
- NCIDQ accreditation required
- LEED AP ID+C accreditation preferred

**Email Subject Line: DALLAS – Interior Designer III/Project Manager**

**08/14/2017**



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## LOS ANGELES

### **Project Manager III - Healthcare**

Manage the projects from inception through completion including all design phases, client interaction, schedule and financial performance. Self-starter with strong organizational, communication, and leadership skills are essential. Experience with managing healthcare projects. Ability to assist in business development for new project work including proposal preparation and interviews.

#### **Job Responsibilities:**

- Assist Principal-in-Charge with generating Design Services Proposals
- Ability to manage and build-upon client relationships
- Understand contracts and run projects from inception through to project closeout
- Manage project teams of up to 10 people per project, determining staffing assignments required to meet project milestones
- Responsible for all aspects of project management including budgeting, staffing, billing and consultant billing
- Responsible for day-to-day control and management of the architectural team (design through contract documents and contract administration) as well as the client and consultant teams.
- Ability to prioritize and manage multiple projects.
- Ability to assist in proposal writing and attending interviews for potential projects.

#### **Key Skills:**

- Bachelor or Master degree in Architecture is required
- Minimum of 10 years' experience
- Strong communication skills, articulate, graphic, organization, technical verbal and written skills.
- Proficient with computer-assisted design software such as Revit AutoCAD, Adobe, Photoshop, Illustrator, In-design; 3D software such as Sketchup is required.
- Proficient with other data management software such as Word and Excel.
- LEED Accreditation preferred
- License preferred
- Ability to prioritize and manage multiple projects

**Email Subject Line: LOS ANGELES – Project Manager III – Healthcare**

08/14/2017

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## NEW YORK

### Senior Project Scheduler – International project

Our Technical Resources team is seeking a talented, detailed individual to serve as a Specification Writer. Reporting to the Specification Principal in Charge, the Specification Writer will be responsible for developing detailed project specifications and assist project teams from various studios in coordinating contract documents. The Specification Writer will write, and update specification for construction.

#### Job Responsibilities:

- Prepare, issue and maintain master schedule.
- Collect data to monitor projects' progress and coordinate with the in house design team and external consultants.
- Coordinate with external clients, sub consultants, contractors, sub-contractors and suppliers.
- Write proposals, monthly and weekly progress reports and variance reports.
- Lead scheduling meetings to collect, update and schedule review with the project teams.
- Provide updated schedule analysis, including potential impact and narrative reports.
- Collaborates with Project Managers, vendors and construction teams.
- Develops, checks and coordinates technical aspects during the construction and meet with clients.
- Follows established standards for project production and review.
- May be responsible for managing additional resources including training, mentoring, and work assignment.
- Keeps Project Manager and Principal in Charge informed of progress, project trends and recommend work around or solutions.

#### Key Skills:

- Bachelor or Master degree in Architecture, Construction or Engineering is required
- Minimum of 8 to 10 years' experience with construction and large scale projects.
- Firm understanding of scheduling principles critical path methodology, project cost controls, resource management and earned value calculations.
- Strong communication, project management credentials, organization, technical and written skills
- Proficient with scheduling software such as Primavera a MUST.
- Proficient with other data management software such as Word and Excel.

**Email Subject Line: NEW YORK – Senior Project Scheduler**

**09/01/2017**



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### **Specification Writer – (NY, CA or DC location)**

Our Technical Resources team is seeking a talented, detailed individual to serve as a Specification Writer. Reporting to the Specification Principal in Charge, the Specification Writer will be responsible for developing detailed project specifications and assist project teams from various studios in coordinating contract documents. The Specification Writer will write, and update specification for construction.

#### **Job Responsibilities:**

- Prepare and review the procurement contracting requirements.
- Review drawings and projects information to write and edit specifications for projects and coordinates compliance with project requirements, Perkins Eastman Standards, technical conditions existing laws, rules, codes and regulations.
- Develop and maintain a library of commonly used architectural and building system specifications.
- Assist project architects and designers with shop drawings submittals and substation review.
- Write bidding documents and editing Division 1 sections.
- Participate in project life cycle cost analysis.
- Assist in developing policies related to construction.
- Regularly meeting with construction team and monitor change order occurrences to identify areas of specification improvements.
- Acts as a risk management resource to advise project managers and leaders.
- Provides quality management reviews and technical advice in design development through construction document phases.
- Foster internal and external client service mindset.
- Conduct internal specification training.
- Maintain and develop vendor relationships.
- Mentors tech staff.
- Attends meetings with owners and contractor.

#### **Key Skills:**

- Bachelor's Degree in Architecture or Master's in Architecture preferred.
- Minimum of 8 years' experience in specifications development.
- Registered Architect and NCARB registration preferred.
- Construction Specifications Institute Certification or CDT required.
- LEED Certification preferred.
- Strong knowledge of construction procedures, building codes, and schedules.
- Strong knowledge of sustainability, integrated design and LEED guidelines.
- Proficiency in specifications software programs such as e-SPECS preferred.





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**Key Skills cont.:**

- Proficiency in Newforma.
- Ability to research and apply to technical documents.
- Ability to multitask, work on multiple projects and meet deadlines.
- Ability to communicate effectively both in writing and verbally.
- Proficiency in MS Office, including Word, Excel and Outlook
- Familiarity with Revit is preferred.

**Email Subject Line: Specification Writer –NY, CA, and DC locations**

**09/01/2017**



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### **Interior Architect / Interior Designer - Hospitality**

ForrestPerkins has an immediate need for a hospitality focused Interior Architect/ Interior Designer in our New York office. The ideal candidate will work closely with other designers and architects on the project teams to which they are assigned to design, document and execute the project from concept through installation. The Interior Architect / Interior Designer will participate in envisioning, designing, selecting and documenting FF&E, finishes and interior architectural elements. The Interior Architect / Interior Designer is responsible for accuracy in information prepared to ensure the success of the project.

#### **Job Responsibilities:**

- Works with team to envision the concept story, project narrative and graphics for concept presentation
- Assist team in space planning and furniture layouts
- Prepare/assemble FF&E packages to write specifications, including quote and sample requests
- Designs and/or directs junior staff in the design and documentation of custom furniture, fabric, carpet, finishes, etc.
- Works with architectural team to envision the interior architectural envelope to align with a concept story while assisting in design, graphics, documentation and coordination of interior elements, including coordination with FF&E and other consultants work
- Writing and directing the production of FF&E specifications including preparing detailed drawings of furniture under the direction of the Senior Designer
- Create FF&E budgets and matrices
- Prepare schedules relative to the interior design including finishes, decorative lighting, bath accessories, door hardware, and plumbing fixtures.
- Fields calls and emails from purchasing agent and/or general contractor
- Keeps Senior Designer and/or Project Manager informed of all requests for re-selection or other requests for information from the purchasing agent and/or general contractor
- Identifies issues which require the review and input of Senior Designer and/or Project Manager and communicates such in a timely manner
- Review furniture installation plans and shop drawings for content and accuracy and ensure that they are fully coordinated with all pertinent consultant drawings.
- Reviews and approves shop drawings and samples (both FF&E related and contractor related) with final approval by Senior Interior Designer and/or Project Manager
- Coordination with client, contractor, and project team as appropriate per project
- Responsible to review and conform to Owner and Operator Standards
- Assists with purchasing projects, if necessary
- Attends site meetings with owner consultants and contractor inclusive of FF&E installation, as necessary
- Responsible for internal presentation of project design materials to Principal in Charge
- Assist in the construction administration phase by reviewing shop drawings and creating a master log of the project submittals.

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**Key Skills cont.:**

- Prepare finish material sample boards, physical models and graphic presentations for client approval.
- Five-year Bachelor or Master degree in Architecture or Bachelor degree in Interior Design preferred
- Minimum of 3 to 5 plus years' experience required in Hospitality and/or Multi-Family design
- Self-starter, passionate about design
- Possesses interpersonal, verbal and written communication skills
- Possesses knowledge of building codes and ADA rules
- Demonstrated ability to develop sophisticated FF&E schemes
- Understanding of interior construction documents including: floor plans, floor finish plans, elevations and details, finish schedules, furniture plans, integration of MEP as relates to the design
- Understanding of and experience creating FF&E specifications, FF&E matrices, and budgets
- Highly skilled in digital architectural visualization
- Ability to work closely with and support Interior Design team
- Ability to develop, communicate and present design concepts to team and client
- Ability to work on multiple projects at the same time
- Strong proficiency with computer-assisted design software such as AutoCAD, Photoshop, Illustrator, In-design; 3D software such as Sketchup
- MUST be proficient in Revit
- NCIDQ or Architectural registration preferred, should be in the process if not currently registered
- LEED Certification a plus

**Email Subject Line: NEW YORK – Interior Architect / Interior Designer – Hospitality**

09/01/2017



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### **Practice Area Marketing Specialist – Healthcare**

The Practice Area Marketing Specialist for Healthcare, partnering with the Healthcare Practice Area Leaders, is responsible for marketing and business development efforts, including formulating strategy, identifying priorities, supporting business development efforts, and providing content and quality control for marketing deliverables.

#### **Job Responsibilities:**

- Works with the practice area leaders and Principals firmwide to identify and track healthcare targets and leads and to prepare weekly business development reports
- Facilitates a proactive business development effort in collaboration with the principals; runs the business development meetings
- Assist with developing the strategic plan for the practice area, and coordinating with all offices where healthcare is practiced
- Leads the proposal preparation and production effort
- Works with presentation teams to strategize and rehearse for presentations
- Creates content as required for specific proposals, qualifications, brochures, presentations, etc.
- Provides review and quality control of proposals, presentations, award submissions, etc.
- Promote the visibility of Perkins Eastman in the industry through public relations (with firmwide communications staff) and leading our participation in industry events
- Provide coaching in marketing and business development skills for technical staff
- Responsible for the development and organization of healthcare marketing resources
- Leads data gathering initiative to update resumes, reference information, project information, and consultant/vendor information

#### **Accountability:**

The Practice Area Marketing Specialist reports to the Firmwide Director of Marketing for overall direction and resource allocation. The Marketing Specialist is responsible for providing support to Principals and Practice Area Leaders for their business development efforts.

#### **Key Skills:**

- Bachelor of Arts in Architecture, Marketing, Business, Communications, English or related field.
- Minimum of 10 years of relevant experience working in the A/E/C marketing, preferably in healthcare
- Leadership: ability to be the local leader of the marketing and business development process, to set a vision and motivate
- Strategic: ability to position the firm for a specific project or target market
- Industry: understanding of the business of architecture and design
- Client/customer service: understanding of marketing as a service to the office



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**Key Skills cont.:**

- Communications: ability to speak and write clearly
- Organizational: ability to organize a document, a production process, a department
- Teamwork: works as a member of a team, pitches in to help out others
- Software: Adobe Creative Suite, Microsoft Office

**Email Subject Line: NEW YORK – Project Area Marketing Specialist – Healthcare**

**08/28/2017**



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### **Project Architect III – Field Representative (PreK-8)**

Project Architect is a project leadership position with responsibility for architectural design and technical production of projects. The Project Architect will be a full time field representative. We are seeking an individual with strong technical and communication skills working within the design team to create exemplary buildings to suit clients' and users' needs

#### **Job Responsibilities:**

- On Site in construction trailer for the duration of Construction of School.
- Answers field questions, prepares answers for RFIs.
- Informs Project Manager of client requested changes, assists in producing bulletins.
- Reviews Shop Drawings and submittals.
- Collaborates with Project Designer for the implementation of the design during construction.
- Develops, checks and coordinates technical aspects during the construction.
- Coordinates the work of Consultants in the field.
- Meets with client.
- Follows established standards for project production and review.
- Keeps Project Manager and Principal in Charge informed of progress or need for assistance.

#### **Key Skills:**

- Bachelor or Master degree in Architecture is required
- Minimum of 8 to 10 years with PreK-8 education experience preferred
- Prior field experience with NYCSCA a must.
- Substantial CA experience (submittal, RFI, ASI review/response and consultant coordination), ability to detail (exterior) is required.
- Strong communication, graphic, organization, technical and written skills
- Demonstrated experience in and readiness to lead the technical details of projects.
- Must be willing to work FT in the field on a PreK-8 school setting.
- Proficient with computer-assisted design software such as Revit and AutoCAD
- Proficient with other data management software such as Word and Excel.
- Experience using Primavera
- Familiarity with the NYC Green School Guide
- Architectural License required.

**Email Subject Line: NEW YORK – Project Architect III – Field Representative (PreK-8)**

08/28/2017

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### **Project Accountant**

The Project Accountant is a key business role for maintaining a successful, growing, and profitable office. The Project Accountant will be the financial liaison between the Architectural Studio and corporate accounting. It requires a savvy business acumen, comfort with financial information including budgets, costs, and revenue, and able to translate financial terms to nonfinancial personnel. They are expected to develop a strong relationship with project managers, principals, and studio leader to help reach financial goals on projects.

#### **Job Responsibilities:**

- Review contract documents for financial details to assist Projects Managers in project setup
- Setup projects in ERP system and ensure complete documentation
- Assist project managers in staffing the projects
- Oversee project planning and determine corrective action
- Optimize project profitability by informing project manager of planned outcomes
- Report on project performance monthly to corporate
- Prepare project invoices (billing to clients) and work on deadlines for Revenue cycle
- Liaise with architectural studio staff to improve studio understanding of financial terminology and outcomes
- Attend and lead aspects of office financial meetings
- Prepare pay requisition forms

#### **Key Skills:**

- Bachelor's Degree in Business
- Minimum of 3 to 5 years of professional experience in accounting/finance department
- Deltek Vision experience is preferred
- Familiarity with excel (V-lookups, pivot tables)

**Email Subject Line: NEW YORK – Project Accountant**

08/14/2017



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### **Project Architect II – Sports Arena & Training Facilities**

Project Architect is a project leadership position with responsibility for all phases of design process from schematic design through construction administration. We are seeking an experienced individual focused on production with strong technical and communication skills working within the design team to create exemplary sports and exhibition facilities.

#### **Job Responsibilities:**

- Lead/assists a project team in development of the aesthetic and technical design and the preparation of architectural design and construction documents including drawings and specifications.
- Collaborates with or serves as the Project Designer for the design of the project.
- Experience in developing construction documents with minimum supervision.
- Leads in organizing the drawing, BIM modeling efforts.
- Develops, checks and coordinates technical aspects of the design of a project.
- Prepares the project code review. Involvement with Building and Life Safety codes and regulations.
- Coordinates with consulting engineer's documents and specifications.
- Meets with client and maintain excellent rapport.
- Follows and focuses on established standards for project production and review.
- Keeps Project Manager and Principal in Charge informed of progress or need for assistance.
- Supervises and mentors assigned staff.

#### **Key Skills:**

- Bachelor or Master degree in Architecture is required
- Minimum of 8 years having produced contract documents and performed construction administration services for Sports and Exhibition projects.
- Demonstrated extensive experience with educational campuses and constructing sports, recreation and athletic facilities projects in various scales.
- Strong communication skills, articulate, graphic, organization, technical verbal and written skills.
- Demonstrated experience in and readiness to lead the technical details of projects.
- Proficient with computer-assisted design software such as Revit AutoCAD, Adobe, Photoshop, Illustrator, In-design; 3D software such as Sketchup.
- Proficient with other data management software such as Word and Excel.
- LEED Accreditation preferred
- License required

**Email Subject Line: NEW YORK – S10 – Project Architect II – Sports Arena & Training Facilities**

08/14/2017





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## SAN FRANCISCO

### **BIM Manager, Project Architect**

The BIM Manager will be the main point of contact for the project design teams on design software related issues in a global architectural practice, acting as a mentor to our design members on best practices of moving through the lifecycle of a project. In this position, the BIM Manager will serve as a hands on project manager and will be responsible for managing numerous Revit users and multiple Revit projects, facilitating production and model development for all phases of projects, implementation of advanced technologies and prototyping, providing support to BIM initiatives, and ensuring that timely and relevant training is executed. This position is also responsible for the configuration of all software used in the systems and workflows.

#### **Job Responsibilities:**

- Implement our BIM vision and structure and facilitate consistency, increase quality, effectiveness and efficiency of our processes and deliverables of all projects.
- Liaise with firm-wide BIM leader on BIM standards and strategy.
- Promote, educate and support our core BIM Software Platforms – primarily REVIT.
- Interfacing with other design application such as 3Dmax, Rhino, Vray, Grasshopper, Dynamo, etc.
- Project Revit Set up.
- Review project Revit models at key milestones for consistency with standards, level of development, and efficient modeling practices.
- Create and maintain related software deployments, updates, upgrades and respective plug-ins.
- Customization and programming experience.
- Parametric modeling experience.
- Experience with workflows with interfacing models in different rendering software.
- Support for creative design solutions.
- Manage, Audit and keep on track Revit models.
- Create, maintain and roll out Revit standards.
- Experience in putting together multiple cd sets.
- Oversight of printing and publishing drawings sets at various milestones.
- Ability to mentor, teach and be a team player.

#### **Key Skills:**

- Professional degree in Architecture or Interior Design Fields from an accredited program.
- Minimum 8 years of professional experience Industry specific (Architecture and Interiors) knowledge of professional services for all stages of Project Delivery Training Design and Delivery experience.
- Strong technical knowledge of Revit with experience & interface with other rendering programs like 3DSmax, Rhino and Vray and other Design Applications.

**Email Subject Line: SAN FRANCISCO – BIM Manager/Project Architect**



If you would like to join a dynamic, energized, innovative and collaborative environment, where your ideas will be heard and your skills challenged, send your cover letter, resume, and portfolio as one file no larger than 5 MB, Adobe PDF preferred but Word is acceptable to [PERrecruiter@perkinseastman.com](mailto:PERrecruiter@perkinseastman.com). Please include email reference located at the end of each job listing below.

No phone calls please.

Perkins Eastman is an Equal Opportunity Employer and a participant in the Federal E-Verify program. EOE/M/F/D/V

### **Architectural Designer I**

We are seeking a dedicated, passionate team member with strong individual design and problem solving skills for immediate opportunities as an Architectural Designer. This position requires the candidates to support project team leaders and produce presentations suitable for the Perkins Eastman team and client.

#### **Job Responsibilities:**

- Reporting to the Project Manager responsible for the individual project, the Architectural Designer I will be responsible for assisting in Master Planning, Site Planning and Building Design utilizing, 3D Modeling.
- Prepare program and schematic proposal, project layouts and develop designs in 3D using Revit or other 3D modeling software for client review/approval.
- Perform design computations, specifications, compiles data, and elementary architectural assignments.
- Assist with preparation of construction drawings and construction detailing for contractors.
- Review building codes to assure that design complies with the minimum legal standards.
- Assist in the constructions administration phase by reviewing shop drawings and creating a master log of the project submittals.
- Prepare finish material sample boards, physical models and graphic presentations for client approval.
- Assists the design team on projects from the Pre-Schematic Phase through Construction Documents.

#### **Key Skills:**

- Bachelor or Master Degree in Architecture
- Minimum 1 to 5 years of experience required (Healthcare or Senior Living experience a plus, not required)
- Ability to develop, communicate and present design concepts to their team.
- Strong communication skills and excellent graphic presentation skills.
- Ability to work on multiple projects at the same time.
- Proficiency with Revit, Sketch-Up and Adobe Creative Suite is required. Rhino and other related design software is a plus.

**Email Subject Line: SAN FRANCISCO – Architectural Designer I – Healthcare**

**08/14/2017**



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### **Architectural Designer II/III**

We are seeking a dedicated, passionate team member with strong individual design and problem solving skills for immediate opportunities as an Architectural Designer. This position requires the candidates to support project team leaders and produce presentations suitable for the Perkins Eastman team and client.

#### **Job Responsibilities:**

- Reporting to the Project Manager responsible for the individual project, the Architectural Designer will be responsible for assisting in Master Planning, Site Planning and Building Design exercises utilizing, 3D Modeling, and Digital Presentation Packaging.
- Prepare program and schematic proposal, project layouts and develop designs in 3D using Revit or other 3D modeling software for client review/approval.
- Perform design computations, specifications, compiles data, and elementary architectural assignments.
- Assist with preparation of construction drawings and construction detailing for contractors.
- Review building codes to assure that design complies with the minimum legal standards.
- Assist in the constructions administration phase by reviewing shop drawings and creating a master log of the project submittals.
- Prepare finish material sample boards, physical models and graphic presentations for client approval.
- Assists the design team on projects from the Pre-Schematic Phase through Construction Documents.

#### **Key Skills:**

- Bachelor or Master Degree in Architecture
- Minimum of 5 to 10 years of relevant architecture experience, healthcare preferred
- Ability to develop, communicate and present design concepts to their team.
- Strong communication skills and excellent graphic presentation skills.
- Experience with site planning and zoning analysis.
- Ability to work on multiple projects at the same time.
- Proficiency with Revit, Sketch-Up and Adobe Creative Suite is required. Rhino and other related design software is a plus

**Email Subject Line: SAN FRANCISCO – Architectural Designer II/III – Healthcare**

**08/14/2017**



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## WASHINGTON DC

### Interior Architect / Interior Designer - Hospitality

ForrestPerkins, a distinct studio of Perkins Eastman, has an immediate need for a hospitality focused Interior Architect/ Interior Designer in our Washington DC office. The ideal candidate will work closely with other designers and architects on the project teams to which they are assigned to design, document and execute the project from concept through installation. The Interior Architect / Interior Designer will participate in envisioning, designing, selecting and documenting FF&E, finishes and interior architectural elements. The Interior Architect / Interior Designer is responsible for accuracy in information to ensure the success of the project

#### Job Responsibilities:

- Works with team to envision the concept story, project narrative and graphics for concept presentation
- Assist team in space planning and furniture layouts
- Prepare/assemble FF&E packages to write specifications, including quote and sample requests
- Designs and/or directs junior staff in the design and documentation of custom furniture, fabric, carpet, finishes, etc.
- Works with architectural team to envision the interior architectural envelope to align with a concept story while assisting in design, graphics, documentation and coordination of interior elements, including coordination with FF&E and other consultants work
- Writing and directing the production of FF&E specifications including preparing detailed drawings of furniture under the direction of the Senior Designer
- Create FF&E budgets and matrices
- Prepare schedules relative to the interior design including finishes, decorative lighting, bath accessories, door hardware, and plumbing fixtures.
- Fields calls and emails from purchasing agent and/or general contractor
- Keeps Senior Designer and/or Project Manager informed of all requests for re-selection or other requests for information from the purchasing agent and/or general contractor
- Identifies issues which require the review and input of Senior Designer and/or Project Manager and communicates such in a timely manner
- Review furniture installation plans and shop drawings for content and accuracy and ensure that they are fully coordinated with all pertinent consultant drawings.
- Reviews and approves shop drawings and samples (both FF&E related and contractor related) with final approval by Senior Interior Designer and/or Project Manager
- Coordination with client, contractor, and project team as appropriate per project
- Responsible to review and conform to Owner and Operator Standards
- Assists with purchasing projects, if necessary
- Attends site meetings with owner consultants and contractor inclusive of FF&E installation, as necessary
- Responsible for internal presentation of project design materials to Principal in Charge



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**Job Responsibilities:**

- Assist in the construction administration phase by reviewing shop drawings and creating a master log of the project submittals.
- Prepare finish material sample boards, physical models and graphic presentations for client approval.

**Key Skills:**

- Five-year Bachelor or Master degree in Architecture or Bachelor degree in Interior Design preferred
- Minimum of 3 to 5 plus years' experience required in Hospitality and/or Multi-Family design
- Self-starter, passionate about design
- Possesses interpersonal, verbal and written communication skills
- Possesses knowledge of building and ADA codes
- Ability to develop FF&E schemes
- Understanding of interior construction documents including: floor plans, floor finish plans, elevations and details, finish schedules, furniture plans
- Understanding of FF&E specifications, FF&E matrices, and budgets
- Highly skilled in digital architectural visualization
- Ability to work closely with and support Interior Design team.
- Ability to develop, communicate and present design concepts to their team.
- Ability to work on multiple projects at the same time.
- Strong proficiency with computer-assisted design software such as AutoCAD, Photoshop, Illustrator, In-design; 3D software such as Sketchup.
- MUST be proficient in Revit
- Pursuing NCIDQ or Architectural registration preferred
- LEED Certification a plus

**Email Subject Line: WASHINGTON DC – Interior Architect / Interior Designer – Hospitality**

09/01/2017

