

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. Please include email reference located at the end of each job listing below.

No phone calls please.

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BOSTON

- Studio Assistant/Receptionist, Front Desk
- Marketing Coordinator I

CHICAGO

- Marketing Coordinator I
- Interior Designer I
- Senior Designer

DALLAS

- Interior Designer II
- Interior Designer III/Project Manager

LOS ANGELES

- Project Manager III – Healthcare

NEW YORK

- Project Architect III – CA – Healthcare
- Interior Designer III – Healthcare
- 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

PITTSBURGH

- Project Accountant
- Accounts Payable Accountant/Specialist

SAN FRANCISCO

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

WASHINGTON DC

- Architect II
- Architect I
- Intern I
- Communications Specialist
- Communications Writer
- Interior Architect/Interior Designer – Hospitality



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BOSTON

Studio Assistant/Receptionist, Front Desk

We are currently seeking a Studio Assistant/Receptionist to support our Boston office.

The Studio Assistant, reporting to the Operations Manager, will handle all front desk operations as well as other administrative duties as needed. We are seeking someone with great problem solving skills who thrives in a fast paced environment while providing exemplary customer service.

Job Responsibilities:

- Create positive first impressions when greeting our guests and provide exceptional hospitality level services during their visits.
- Provide responsive and courteous support to our employees and guests, both in person and over the phone.
- Coordinate conference room reservations and activities including catering when needed.
- Maintain office calendar and support office social and cultural activities.
- Support project communications by directing calls, mail and deliveries to the appropriate studio.
- Ensure a professional and tidy presentation of office space (reception area, conference rooms and kitchens).
- Perform administrative support tasks as assigned by Principals, marketing dept. and the studio staff.
- Support project delivery by maintaining appropriate inventory of kitchen supplies.
- Coordinate in-house events (AIA Lunch and Learns, Staff Meetings and Trainings)
- Complete expense reports for timely reimbursement as assigned.
- Maintain, restock and order office and kitchen supplies
- Handle additional responsibilities as needed.

Key Skills:

- College degree in related field or equivalent work experience is required.
- At least 1 year of experience in office environment or similar role and a strong interest in the A/E/C industry.
- The ability to work as part of team as well as independently with little supervision.
- Strong customer service and excellent communication skills.
- Must be energetic, proactive and motivated, with a keen eye for detail.
- Must be organized with the ability to multi-task while assisting team members.
- Strong proficiency with MS Office. Working knowledge of Deltek Vision a plus.

Email Subject Line: BOSTON –Marketing Coordinator I



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Marketing Coordinator I

Working closely with others in the department and in the firm, the Marketing Coordinator participates in all stages of the procurement process, from strategy to proposal preparation to interviews, in a deadline-driven environment.

Job Responsibilities:

- Assist in the preparation of proposal submissions, qualifications packages, presentations, brochures, and other related activities for potential opportunities.
- Assist in lead tracking, capital planning research, and due diligence
- Work with the principals, project managers, and technical staff to develop relevant materials.
- Provide general support for the marketing and business development efforts in the office.

Key Skills:

- Bachelor's degree in Architecture, Marketing or related field.
- Minimum of 3 to 5 years of experience in graphics/marketing for the A/E/C industry.
- The ability to work as part of team as well as independently.
- Client/Customer Service: understanding of marketing as a service to the office.
- Design: High level of design sensibility.
- Graphics: High level of graphics capabilities.
- Communications: Ability to speak and write clearly.
- Organizational: Ability to clearly organize documents and resources during the production process.
- Solid working knowledge of Adobe Creative Suite (InDesign; Photoshop) and MS Office.

Email Subject Line: BOSTON –Marketing Coordinator I

10/15/2017



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CHICAGO

Marketing Coordinator I

Working closely with others in the department and in the firm, the Marketing Coordinator participates in all stages of the procurement process, from strategy to proposal preparation to interviews, in a deadline-driven environment.

Job Responsibilities:

- Assist in the preparation of proposal submissions, qualifications packages, presentations, brochures, and other related activities for potential opportunities.
- Assist in lead tracking, capital planning research, and due diligence
- Work with the principals, project managers, and technical staff to develop relevant materials.
- Provide general support for the marketing and business development efforts in the office.

Key Skills:

- Bachelor's degree in Architecture, Marketing or related field.
- Minimum of 3 to 5 years of experience in graphics/marketing for the A/E/C industry.
- The ability to work as part of team as well as independently.
- Client/Customer Service: understanding of marketing as a service to the office.
- Design: High level of design sensibility.
- Graphics: High level of graphics capabilities.
- Communications: Ability to speak and write clearly.
- Organizational: Ability to clearly organize documents and resources during the production process.
- Solid working knowledge of Adobe Creative Suite (InDesign; Photoshop) and MS Office.

Email Subject Line: CHICAGO – Interior Designer I

11/15/2017

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Interior Designer II

We are seeking a collaborative team player who is dedicated, and passionate about design, with strong design process, problem solving, and leadership skills for immediate opportunities as an Interior Designer. This position requires the candidates to work with design teams on Corporate Interiors, Senior Living, and Higher Education projects of varying sizes and complexity from Programming/Pre-Design/Concept through Construction Documents. The approach is Client Centric and user focused and must possess the ability to react to a number of design styles and their methods of delivery.

Job Responsibilities:

- Interior Designer, under supervision, will be responsible for Programming, Planning, Strategy Implementation, Restacking, Phasing, and Test Fits.
- Assist the design team on projects from the Pre-Design Phase through Construction Documents.
- Assist senior staff with preparing programming, analysis, conceptual and schematic design concepts, project layouts and develop designs using Revit or other modeling software.
- Perform design computations, research product specifications, compile project data, phase reports, and other miscellaneous architectural assignments.
- Assist in reviewing proposed designs for compliance with applicable codes.
- Prepare finish material sample boards, physical models and graphic presentations for client approval.
- Assist with preparation of construction drawings and construction detailing for contractors and assist in the construction administration phase.
- Research finishes and furniture for project team.
- Ability to work with a small but multidisciplinary team on a variety of tasks including concept development; finish selection, planning, drawing, detailing and visual presentations.
- Maintain the office resource library by setting up manufacturer representative meetings and keeping the interior design team up to date on new product introductions. Some filing will be required.

Key Skills:

- Master or Bachelor Degree in Architecture, Interior Design or equivalent
- Minimum 3 to 5 years of relevant project experience in Corporate Interiors, Residential, or Hospitality
- Possess a thorough working knowledge of furniture lines and FF&E specification
- Ability to develop, communicate and present design concepts to their team



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Key Skills cont.:

- Ability to work on multiple projects at the same time
- Proficiency with Revit and AutoCAD is required. Adobe Creative Suite, 3D Max, Sketch-up, InDesign and other related design software
- NCIDQ accreditation is preferred
- LEED accreditation is a plus

Email Subject Line: CHICAGO – Interior Designer I

11/01/2017



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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.



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Key Skills cont.:

- 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.
- 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

10/15/2017



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DALLAS

Interior Designer II

ForrestPerkins has an immediate need for a hospitality focused Interior Designer in our Dallas and/or Washington office. The interior designer will work closely with other designers and architects on the project teams to which they are assigned to design, document and execute the project through to installation. The Interior Designer will either work alone or with senior and junior designers to select and document furniture, finishes, and fixtures. They will also work with architects to envision, design, document interior architectural documents including construction drawing sets and finish, plumbing schedules, etc. They are responsible for the accuracy of their own work and the work of junior designers and interns to insure the success of the project. Reports to the Senior Designer, Project Manager and Principals in Charge.

Job Responsibilities:

- Works with collective Project team to envision the story and design for the project. This transcends into documentation of narrative and design graphics for concept presentation materials
- Assists architects and design team in space planning and furniture layouts to complete construction drawing documentation
- Prepares and assembles FF&E workbooks to write specifications including quote and sample requests
- Designs and/or directs junior staff in the design and documentation of all custom furniture, fabric, carpet, finishes, etc., as required
- Works with architectural team to envision the interior architectural envelope to align with concept story will assisting in design, graphics, documentation and coordination of interior elements, including coordination with FF&E and other consultants work
- Responsible for writing FF&E specifications; assembling information about selections, preparing detailed drawings of furniture for integration in
- Specifications, preparing and issuing of specification binders and revisions under the direction of the Project Interior Designer or Senior Interior Designer
- Creates FF&E budgets and matrices
- Prepares schedules relative to the interior design including colors and materials, decorative lighting, bath accessories, door hardware, door and plumbing fixtures
- Prepares and issues documentation binders
- Responsible for maintaining accurate FF&E and finish documentation during the project and for preparing and filing “as-installed” final project documentation for ForrestPerkins’ records



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Job Responsibilities:

- Fields calls and e-mails from purchasing agent and answer questions or prepares information to answer questions to design team and Project Manager
- Keeps Senior Designer and/or Project Manager informed of all requests for re-selection or other requests for information from the purchasing agent
- Identifies issues which require the review and input of the Project Interior Designer or Senior Designer and communicates such in a timely manner
- Reviews furniture installation plans and shop drawings for content and accuracy to 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 Project Interior Designer or Senior Interior Designer
- Coordinates 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 directed by PM or Senior Designer/Architect
- Responsible for internal presentation of project design materials to senior leadership for review
- Has a working knowledge of hotel brands
- Has a working knowledge of brand standards

Key Skills:

- Bachelor Degree – from a 4 year CIDA accredited Interior Design program or equivalent
- Minimum of 4-7 years of hospitality and/or multi-family design
- NCIDQ certification or preparing to test; sitting for test is highly encouraged to be able to complete within 4 years of graduation
- Technology:
 - MS Office Proficient
 - Photoshop Proficient
 - Auto CAD Proficient
 - Revit- Proficient and/ or basic knowledge
 - In Design and/ or Illustrator Proficient
 - Sketch Up- Basic knowledge to Proficiency and/ or equivalent program
- Possesses interpersonal, verbal, written, and graphic communication skills



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- Experience in writing FF&E specifications and the FF&E matrices
- FF&E budgeting
- Possesses knowledge of building codes and the ADA
- Ability to develop FF&E schemes
- Review and understand with basic 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 and design work with team to complete such documentation and assist in coordination with other consultant's documents
- Strong presentation skills
- Excellent organization and time management skills
- Experience in hospitality and/or multi-family design and/ or senior living
- Space planning & hand sketching
- Ability to problem solve
- Ability to work with Architect and have a thorough understanding of architectural interior design
- Detail oriented and ability to multi-task
- Ability to lead junior designers and/ or design interns including task planning
- Possesses knowledge of ForrestPerkins design and documentation standards or expected to quickly learn within 6 months of hire

Email Subject Line: DALLAS – Interior Designer

10/15/2017



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Interior Designer III/Project Manager – Hospitality

ForrestPerkins has an immediate need for a hospitality focused Senior Interior Designer in our Dallas, Washington and/or San Francisco office. 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 project team specific to FF&E side including interior architecture. The Interior Designer III is responsible for accuracy of information prepared 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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Job Responsibilities 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.

Key Skills cont.:

- Bachelor Degree – Four year CIDA accredited Interior Design program or equivalent.
- Minimum of 8 to 15 plus years of relevant experience in hospitality and/or multi-family design.
- 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
- preferred, should be in the process if not currently registered
- LEED Certification a plus

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

10/15/2017



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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

10/15/2017



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NEW YORK

Project Architect III/CA - Healthcare

Project Architect is a project leadership position with responsibility for architectural design and technical production of projects. 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. Assist Project Manager with managing projects from inception through completion including all design phases, client interaction, schedule and financial performance. Self-starter with strong organizational and communication skills are essential. Experience with hands on work with healthcare construction projects.

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.
- Develops, checks and coordinates technical aspects of the design of a project.
- Leads in organizing the drawing, BIM modeling efforts.
- Prepares the project code review.
- Coordinates the work of Consultants.
- Meets with clients.
- Responds to RFIs and field questions.
- Reviews show drawings and submittals.
- Mentors junior staff.
- Follows established standards for project production and review.
- Keeps Project Manager and Principal in Charge informed of progress or need for assistance.
- Assist the studio and leaders with generating Design Services Proposals.
- Coordinates work with consultants.
- Prepare project code review.
- Ability to prioritize and manage multiple projects.
- Develops, checks and coordinates technical aspects of the design of a project.

Key Skills:

- Bachelor or Master degree in Architecture is required.
- Minimum of 10 years' experience



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- Substantial CA experience (submittal, RFI, ASI review/response and consultant coordination), ability to detail (exterior) is required.
- 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.
- Demonstrated experience in and readiness to lead the technical details of projects.
- LEED Accreditation preferred.
- License preferred.
- Ability to prioritize and manage multiple projects.

Email Subject Line: NEW YORK – Project Architect III - CA – Healthcare

11/01/2017



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Interior Designer III – Healthcare

The Interior Designer II/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 II is responsible for accuracy of documentation and project team members under their supervision to ensure the success of the project.

Job Responsibilities:

- Space planning and conceptual design skills and the ability to present ideas clearly to team members and clients are necessary, as well as competence in architectural interior detailing and knowledge of lighting design.
- Developing a design concept, presenting the design to a client, then executing the design through all phases of project design from programming, schematic design and design development, construction documents and furniture specification/bid packages.
- Mentor younger staff and create a team of designers.

Key Skills:

- Bachelor or Master Degree in Interior Design or Interior Architecture
- Minimum 8 to 10 years of relevant healthcare 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: NEW YORK – Interior Designer III – Healthcare

10/15/2017



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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

10/15/2017

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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 contactor.

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.



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Key Skills cont.:

- 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.
- 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

10/15/2017



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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
- Writes and directs the production of FF&E specifications including preparing detailed drawings of furniture under the direction of the Senior Designer
- Creates FF&E budgets and matrices
- Prepares 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
- Reviews 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
- Coordinates with client, contractor, and project team as appropriate per project



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Job Responsibilities cont.:

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

Key Skills cont.:

- 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
- 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

10/15/2017



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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



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Key Skills cont.:

- 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
- 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

10/15/2017



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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)



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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

10/15/2017



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PITTSBURGH

Project Accountant

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- Familiarity with excel (V-lookups, pivot tables)

Email Subject Line: PITTSBURGH – Project Accountant

11/01/2017



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Accounts Payable Accountant/Specialist

The Accounts Payable Accountant is responsible for processing expense reports and invoices for payment to vendors by facilitating invoice coding and approval, checking for invoice accuracy, resolving discrepancies, and entering data into the AP system. The individual will ensure that vendor invoices and employee expense reports are processed and paid accurately and in accordance with deadlines. Additionally this role will continuously evaluate opportunities to increase effectiveness of the AP process.

Job Responsibilities:

- Perform data entry of source documents and code to appropriate cost centers and general ledger accounts
- Review invoices for appropriate documentation and approval prior to payment
- Audit employee expense reports and corporate credit card statements to ensure compliance with company policy
- Preparation of vouchers when necessary for invoices, employee expense reimbursements and other payment requests to include the proper allocations to general ledger and projects
- Prepare check runs and match to appropriate supporting documents, obtain signatures for checks, and distribute accordingly
- Accurately file vendor invoices, expense reports, and other source documents in accordance with current filing system
- Process internal check requests
- Reconcile accounts payable transactions with vendor statements, and research and correct discrepancies
- Identify opportunities for process improvements
- Perform ad-hoc analyses and projects at multiple levels of complexity as required

Key Skills:

- Bachelor's Degree in Accounting, Finance, or equivalent experience
- Minimum of 2 years of relevant experience in accounting, preferably with experience in a high volume, fast-paced environment.
- Excellent interpersonal and communication skills, displaying professionalism when assisting internal and external customers
- Possesses strong organizational and time management skills in order to meet deadlines
- Able to work independently or in a group



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Key Skills cont.:

- High standards of accuracy and precision
- Strong systems aptitude, Microsoft Suite (required), prior experience with Deltek Vision is a plus
- Ability to manage multiple priorities in a fast-paced, dynamic environment; demonstrates flexibility as priorities change

Email Subject Line: PITTSBURGH – Accounts Payable Accountant/Specialist

10/15/2017



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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



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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

10/15/2017



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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

10/15/2017



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WASHINGTON DC

Architect II

Perkins Eastman is seeking an experienced Project Architect who is passionate about architecture and experienced in the challenges of professional practice. Project Architect is a collaborative, problem-solving position with leadership responsibilities for the design and technical production of projects. It requires an individual with strong communication and technical skills, working within design teams, and across disciplines, to create exemplary Multi-family Residential, Senior Living, Education, or Workplace environments.

Job Responsibilities:

- Direct a collaborative project team, coordinating all phases of planning, design, documentation, and construction administration.
- Develop and document design concepts and unique technical details.
- Coordinate the work of Consultants, reviewing and developing technical details and strategies that advance high performance design and systems integration, in support of sustainable design certifications.
- Implement and enforce established standards and conventions for project and document quality.
- Supervisory or independent responsibility for Construction Administration phase.

Key Skills:

- Bachelor or Master degree in Architecture is required.
- A minimum of 7, or up to 10 years of experience in project types relevant to our practice.
- Broad and diverse knowledge of architectural principles and practices, combined with strong graphic, written and verbal communication skills.
- Demonstrated experience and capability to independently evaluate, select and implement appropriate architectural techniques and methods of production.
- Proficiency with Revit is required. Experience with other software such as Microsoft Office Suite, Adobe Creative Suite, Newforma and other data management programs is preferred.
- Architectural License required; LEED accreditation, or comparable sustainability credential preferred, or expected within 18 months of hire.
- Intellectual curiosity, eagerness to engage with others, and willingness to contribute to a healthy, vital workplace culture.

Email Subject Line: WASHINGTON DC – Architect II

11/01/2017

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Architect I

Perkins Eastman is seeking emerging professionals with strong problem-solving skills, who are passionate about design and prepared for the challenges of professional practice. This position provides an opportunity to contribute to project teams on a broad range of project types and scales, in a collaborative, supportive, and vibrant work environment in our Washington, DC office.

Job Responsibilities:

- Work collaboratively within a project team, with responsibility for specific design and technical elements, including research, evaluation, and recommendation of design solutions.
- Independently develop and recommend design concepts and details, using building information models, analysis, and other visualization and documentation tools.
- Contribute to the preparation of construction drawings, evaluating compliance with building codes; responsibility for implementing established standards and conventions for high quality projects and documents.
- Review the work of Consultants, and collaborate to develop technical details and strategies that advance high performance design and systems integration, in support of sustainable design certifications.
- Assist in the Construction Administration phase, including submittal review, progress meetings, and on-site inspections.

Key Skills:

- Bachelor or Master degree in Architecture is required.
- Minimum of 3, or up to 7 years of experience in project types relevant to our practice, and capable of independent judgement and initiative.
- Strong written and verbal communication skills and excellent graphic presentation skills.
- Proficiency with Revit and Adobe Creative Suite is required. Experience with Microsoft Office Suite, AutoCAD, or common digital rendering or predictive analytics programs, Newforma or similar data management software is preferred.
- Intellectual curiosity, eagerness to engage with others, and willingness to contribute to a healthy, vital workplace culture.
- Licensure, or progress toward Architectural Registration, is preferred and encouraged; LEED accreditation, or comparable sustainability credential preferred, or expected within 18 months of hire.

Email Subject Line: WASHINGTON DC – Architect I

11/01/2017

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Intern I

Perkins Eastman is seeking recent graduates of accredited schools of architecture or interior design who are passionate about design and ready for the challenges of professional practice. We offer a collaborative, supportive, and vibrant work environment, with an opportunity to work on a broad range of project types and scales in our Washington, DC office.

Job Responsibilities:

- Work collaboratively with a project team, contributing to all phases of planning, design, documentation, and construction administration.
- Produce effective visualizations and illustrations of projects for presentation to clients, public authorities, and partners.
- Assist in the development of design concepts and technical details under the guidance of experienced architects.
- Contribute to the preparation of construction drawings, following established standards and conventions for high quality projects and documents.
- With the assistance of a Project Architect, review building codes and standards to evaluate design compliance with regulatory and industry requirements.
- Advance high performance design strategies and systems integration in support of sustainable design certifications.

Key Skills:

- Bachelor or Master Degree in Architecture or Interior Design.
- Strong written and verbal communication skills and excellent graphic presentation skills.
- Proficiency with Revit and Adobe Creative Suite is required. Experience with other software such as Microsoft Office suite, AutoCAD, or common digital rendering and predictive analytics programs is preferred.
- Intellectual curiosity, eagerness to engage with others, and willingness to contribute to a healthy, vital workplace culture.
- LEED accreditation, or comparable sustainability credential preferred, or expected within 18 months of hire.

Email Subject Line: WASHINGTON DC – Intern I

11/01/2017



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Communications Specialist

The Communications Specialist will work directly with the firm-wide Director of Communications and a growing team of communications professionals on a variety of Internet and print media-related efforts including press releases, pitch letters, bylined articles, copywriting for collateral materials, media outreach strategies, proactive media follow-up, and social media. Candidate must be a team player with good leadership skills and the ability and desire to collaborate with people at all management levels—primarily principals and marketing staff. The ideal candidate has a demonstrated ability to coordinate and implement communications strategies.

Job Responsibilities:

- Manage multiple, complex content streams for regular internal and external communications
- Research, draft, and compile articles and announcements for global communications platforms, such as the firmwide newsletter and intranet
- Provide sound counsel and substantive edits to enhance client and firm-facing communications
- Enhance existing processes and publications with collaboration across the team
- Identify and pursue opportunities for new types of communications and platforms that support the firm's overall goals
- Support major integrated marketing campaigns through development and execution of communications plans
- Work closely with marketing staff and principals on feedback and approvals for a variety of communications
- Suggest new ways to incorporate interactive, video, and social media platforms into regular internal and external communications vehicles
- Perform other duties as needed

Key Skills:

- Bachelor of Arts or Science in Communications or related field is preferred; Master's degree is a plus
- Minimum of 8 to 10 years' experience of corporate communications experience or equivalent required
- Superior written and oral communication skills in at least one of the following disciplines:
- Marketing writing (i.e. advertising, storyboarding, copywriting)



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Key Skills cont.:

- Journalism (i.e. criticism, beat reporting)
- Academic/research writing (i.e. case studies, white papers)
- Strong organizational skills
- Independently able to prioritize and complete simultaneous projects
- Proven sound judgement
- Takes a proactive approach to project management, utilizing strategy, planning, and execution skills in collaboration with team
- Experience working independently as well as within global cross-functional teams in a professional environment
- Strong interpersonal communications skills
- Ability to meet deadlines and work well under pressure
- Familiarity with international design media, existing relationships with press contacts preferred
- Interest/learned knowledge in architecture and urban design a plus

Email Subject Line: WASHINGTON DC – Communications Specialist

11/01/2017



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Communications Writer

The Communications Writer will work directly with the firm-wide Communications team on a variety of storytelling initiatives including copywriting for collateral materials, blog posts, by lined articles, media campaigns, internal communications, and social media platforms. Candidate must have a thorough understanding of story fundamentals, a keen sense of newsworthiness, stellar interviewing and writing skills, and a solid understanding of how to combine text, images, audio and video to create an authentic storytelling experience that is true to Perkins Eastman's brand. We are looking for someone who is passionate about inspiring and engaging our employees and clients through creative storytelling. We want to showcase each of our stories in a unique and interesting way, so each story must be delivered in its own voice with a targeted, personalized approach while also supporting our overarching brand. Storytelling in today's digital world is so much more than the copy, so we are also looking for a Communications Writer who loves trying out new innovative formats, using visuals and multimedia to bring the story to life.

Job Responsibilities:

- A problem solver – conceptual thinking and strategic problem solving are key
- Think visually about how the copy comes to life
- A team player who readily collaborates with all types of people
- Equally comfortable writing a clever headline as you are writing longer copy
- A clear understanding of tone and the ability to adapt your writing style based on the message and your intended audience
- Understand the importance of creative strategy, use it to create powerful work, and clearly present it to others for buy-in
- Positive outlook and attitude
- Deliver quality work, on time, with exceptional attention to detail

Key Skills:

- Bachelor Degree in Marketing or Communications is required.
- Minimum of 7 years' experience in strategic marketing & communications
- Minimum 5 years of creative writing experience
- Experience in creative writing across various channels – blogs, social media, video, etc.
- Background in agency a plus
- Ability to quickly simplify messages
- Ability to develop and apply creative solutions to complex issues



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Key Skills cont.:

- Innate love of learning
- Proactive, can-do attitude
- Collaborative nature
- Demonstrated leadership in a professional setting
- Familiarity with HTML, CSS, UI design, responsive/adaptive design principles are a plus. You don't have to do it, just understand how you can use those tools to your advantage.

Email Subject Line: WASHINGTON DC – Communications Writer

10/15/2017



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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



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Job Responsibilities cont.:

- 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.
- 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

10/15/2017

