

- Position** Intern Architect
- About us** M.Thrailkill.Architect is a dynamic and growing firm providing specification writing, product and materials research, and document review to architecture firms who desire a high level of collaborative interaction. Our design-centric mission is to provide architectural specifications and other project services. This involves regular and collaborative client engagement within our clients' offices, which enlivens our consulting experience, strengthens and enriches our client relationships, and adds variety to our work experience.
- Job Summary** We are looking for a highly collaborative, knowledgeable and enthusiastic Intern Architect. The right applicant is passionate about contributing to our clients' design and document process. Our Intern Architects develop an open and engaging rapport with other staff in our office, occasionally meet with our clients, maintain a high level of quality control and consistency in our work, and act as willing collaborators, avid learners, and strong technical resources to the rest of our office.
- Why this job?** We are involved in a much wider range of project types than most architecture firms, including multi-family housing and hospitality, primary, secondary and higher education, health care, laboratory and tech infrastructure, airport and train transportation, and civic and government projects. Very few firms are so broadly involved and working on so many projects.
- Our office is directly engaged in exploring, evaluating and implementing the highest levels of sustainability, working closely with others in our region, the most advanced in the country. The specifications we develop for our clients' projects lead the nation for healthy products, energy savings, environmental sensitivity, life-cycle assessment, and carbon capture.
- As a Specifications Assistant, you will meet directly with the project teams at our nationally known clients on a regular, often weekly, basis. Our clients' award-winning projects are located throughout the Pacific Northwest region, as well as in California, New York, Northern Virginia, South Florida and several overseas regions, currently Africa and Central Asia.
- We invest in our employees' lives and capabilities, with a very comprehensive benefits package and full support of training, testing, and accreditation for architecture licensure as well as many design and construction industry certifications, including LEED and CSI.

### Responsibilities

- Assisting in the preparation of architectural specifications alongside our specifications assistants, under the direction of our Specifiers, and in collaboration with our architect-clients' design teams; you will be working on three to eight projects simultaneously.
- Assisting with the review of clients' project drawings and other documents to coordinate product and material requirements, annotations and acronyms, including the incorporation of client-specific standards.
- Assisting with maintenance and improvement of our baseline specifications with the rest of our staff, including investigating best-practices, maximizing sustainability criteria, and improving coordination.

### Compensation and Benefits

- Part-time position; \$17.50 to \$25.00 per hour, based on experience and tenure; semi-annual performance bonuses;
- A very competitive benefits package including:
  - Paid time off and holidays
  - Paid conference and education time
  - Paid volunteer and community time
  - Matching retirement plan

**Qualifications**

*Required = 3; Preferred = 2; Encouraged = 1*

- Work Experience
  - At least one previous work experience in an architecture or interior design office is required; one (1) to two (2) years of part- or full-time work in such an office is preferred;
  - Working knowledge of construction document drawing production is preferred; knowledge of specifications structure and function is encouraged; knowledge of product and finish selection process is encouraged
  - Previous experience with mixed-use, higher education, institutional and/ or government project types is preferred;
- Education and Professional
  - Current enrollment in a Bachelor of Arts or Science degree in Architecture (BA or BS in Architecture) is required; current enrollment in a Bachelor or Master of Architecture (BArch or March) is preferred;
- Proficiencies
  - Proficiency with Microsoft Office Suite applications, email and file management tools is required;
  - Proficiency with mark-up and comment-tracking applications is preferred, such as Adobe Acrobat Pro and Bluebeam Revu;
  - Proficiency with collaboration and file sharing tools is encouraged, such as Trello, Slack, Newforma, Smartsheet, Dropbox, WeTransfer, etc.;
  - Proficiency with online specification development tools is encouraged, such as e-SPECS Designer, BSD SpecLink, Arcat, etc.;

**Application Requirements**

- If this role appeals to you, and you feel you possess the qualities, skills and capabilities listed herein, we encourage you to send an email to [info@mthrailkillarchitect.com](mailto:info@mthrailkillarchitect.com).
- Include "Intern Architect position" in the subject line and attach PDF files of the following:
  - Cover letter explaining why you are the right candidate for this position;
  - Resume/ curriculum vitae.

*M.Thrailkill.Architect will recruit, hire, promote and transfer qualified persons into all job classifications without regard to race, color, national origin or citizenship status, religion, sex, pregnancy, marital status, parental status, sexual orientation, gender identity or expression, age, disability, or veteran status.*

*NOTICE: M.Thrailkill.Architect does not accept unsolicited candidate information from employment recruiters. Without a signed recruitment agreement, M.Thrailkill.Architect will not consider or agree to payment of a referral compensation or recruitment fee. In the event an employment recruiter submits candidate information without prior agreement, M.Thrailkill.Architect reserves the right to pursue and hire such candidate(s) without financial obligation to the employment recruiter. Unsolicited candidate information shall be considered property of M.Thrailkill.Architect.*