

**Position Description: Associate, Graduate Architect****Location: Fort Wayne, Indiana**

Full-time position

**We are looking for talented individuals to join our architectural team!**

At Design Collaborative, our mission is to improve people's worlds—in everything we do. With the vision to redefine architecture and engineering for a changing world, we want our employees to push boundaries, be creative thinkers, and challenge assumptions. Through our teamwork, guidance, and originality we create 'people-first' places. We believe our work makes a difference in our clients' lives, and we pride ourselves in our ability to collaborate and involve them in the process of design.

**Key Responsibilities**

- Participation in project design at various stages from Concept, to Design Development, Construction Documentation, and Construction Administration, under the supervision of a project team. Various tasks may include, but are not limited to:
  - Presentation graphics preparation
  - Verbal presentations, communications of ideas to clients, contractors, and colleagues
  - Drafting, utilizing BIM software
  - Working with project team to develop ideas, details, and solutions
- Involvement in field surveys of existing systems, cost estimates, and review and monitoring of installation and construction of above mentioned systems
- Participate in client and project team meetings
- Comply with company policies

**Qualifications**

- Successful completion of an NCARB accredited M.Arch or B.Arch program
- Familiarity with BIM modeling
- Ability to meet deadlines and prioritize multiple projects
- Communicate clearly and effectively

**Other Skills Preferred**

- Exercises sound time management and organizational skills
- Demonstrates strong written and verbal communication
- Ensures an attention to detail when handling projects
- Ability to prioritize time and multitask
- Autodesk Revit, AutoCAD, Adobe Suite product experience is an asset

Please submit resumes and a 3-5 page work sample (under 5MB) to [work@designcollaborative.com](mailto:work@designcollaborative.com).