

# Make Your Move. Join Us.

**CIRCLE WEST ARCHITECTS** is looking for talented, self-driven individuals who are motivated to take on responsibility and move us forward as an organization. Join us and make us better.

## AVAILABLE JOB OPPORTUNITIES

Project Architect  
Intern Architect  
Communications Leader

### Project Architect

We are seeking an excellent Project Architect to join our passionate design team. The ideal candidate is a self-motivated team player with great enthusiasm, maturity, solid independent judgement, strong problem-solving skills and has successfully navigated challenging experiences with high-quality, design-sensitive, modern environments. The successful candidate will also have superb technical skills that rival Andrew Anagnost's.

#### Role

The successful candidate will advance modern, sustainable and innovative project design concepts and documentation. including: designing building plans, consulting with clients, overseeing contractors and construction crews, visiting and reviewing work sites, preparing documentation and specifications and managing both time schedules and project budgets.

#### Requirements

- Architecture Degree
- Licensed or registered architect advantageous
- LEED AP credential preferred
- Proficiency in Revit/BIM, Sketchup and Photoshop
- 4 - 8 years of project experience in an architectural practice
- Ability to develop full conceptual and detailed construction drawings
- Knowledge of leading a team through construction documents and construction administration
- Outstanding written and verbal communication skills
- Ability to successfully interact with clients and offer excellent client support
- Strong project management skills with the ability to manage multiple projects at the same time

Submit resume and portfolio in PDF format to [office@circlewest.net](mailto:office@circlewest.net) with the subject line: PROJECT ARCHITECT.

### Intern Architect

As a Circle West Intern Architect, you will collaborate with our design team to develop innovative design solutions as well as coordinate the design through the construction documentation phase of a project. You will be successful because you already know how to translate an architect's sketches and documents into realized 2D/3D models and images and can research artistic and/or technical issues when they arise. You will produce technical documentation and communicate project progress to team members to ensure success. You're a fit for this role if you have experience in construction documentation, are proficient in Revit/BIM, Sketchup and Photoshop, and enjoy working with a team of architects that bring design dreams to life. This is a good role for someone who is technically proficient and enjoys working with a highly creative, collaborative team dedicated to innovative problem solving and design excellence.

#### Role

- Provide project team coordination for finished plans, specification, and material selections; ensure design intent is incorporated into the construction documentation
- Produce accurate technical and contract documentation for construction of project
- Utilize hand and 3D software renderings to communicate design concepts

#### Requirements

- Bachelors degree in Architecture or working towards degree
- Proficiency in modeling using 3D software, such as Revit
- Proficient in Adobe Photoshop and SketchUp
- Knowledge of Building Information Modeling (BIM) and parametric design software, advantageous
- Knowledge of building codes, zoning, jurisdictional processes, building materials, specifications, and construction techniques

Submit resume and portfolio in PDF format to [office@circlewest.net](mailto:office@circlewest.net) with the subject line: INTERN ARCHITECT.

### Communication Lead

Circle West Architects is looking for a Communications Lead to join our passionate team. This role will help tell the Circle West Architects story in print through marketing proposals, publications, award submissions, and digitally through our website, presentations, and social media platforms. Circle West Architects is an award-winning planning and design firm with 30-years of design excellence. As a medium-sized firm where everyone can grow and advance, this position will focus on marketing communications and administrative tasks.

The responsibilities for this position include creating high-quality graphic and written communications for RFQ/RFP documents, award submissions, general marketing, upkeep of image assets, press, client communications, website updates, and general organization of marketing collateral including contacts and project information. The ideal candidate will also support the team by performing administrative tasks. This role requires an organized, highly collaborative and proactive individual who is creative, detail-oriented and who has an interest in architecture.

#### Role

Prepare RFP & RFQ proposal submissions and client presentations, update and create project-based marketing booklets. Assist in organization and production of in-house and professional photography. Maintain website content. Manage and help facilitate social media platforms. Assist in preparing award submissions. Assist the team by providing excellent client service, doing research, developing and distributing printed and digital materials, updating database, and other administrative duties as needed. The successful candidate has a great work ethic and is dependable, organized and detail oriented—and above all, a team player.

#### Requirements

- Excellent communication skills & Brilliant Writer
- Comfortable collaborator
- Strong social media skills including, developing strategic content & graphic designs to assist in all phases of marketing and social media outreach; understanding of social media platforms, including Instagram, LinkedIn & Facebook, to enhance the firm's presence.
- Proficiency in Adobe Creative Suite (particularly InDesign and Photoshop)
- Proficiency in Microsoft Office Suite, particularly Word, Excel and Outlook.
- Strong organizational & time management skills including a superb attention to detail
- Minimum 1 year of marketing/communications experience in a professional service field; preferably within an architectural or related firm.

Submit resume in PDF format to [office@circlewest.net](mailto:office@circlewest.net) with the subject line: COMMUNICATIONS LEAD