JOB DESCRIPTION - Job Captain

Purpose
Caron Architecture provides dynamic and visually compelling architectural and interior design solutions for regional and international clientele across all market sectors. Every project’s success is deeply rooted in the diverse background, talent and expertise of each Caron team member.

Caron is seeking Architectural Staff, with 3-7 years of experience who will be responsible for production of documentation; handling small projects and individual assignments with some supervision; responsible for technical design and regulatory compliance; able to design and manage coordination of drafting and sketching of small projects.

Essential Functions
• Designs and produces architectural plans and documents following company standards.
• Contributes in the collaborative effort involved in developing concepts into design solutions.
• Applies knowledge of codes for small to medium size residential projects; provides supplemental support in the planning/design/coordination and consultation on larger projects.
• Self-checks completed reports, plans, estimates, and calculations.
• Performs assignments under direction with limited responsibility for design. Independently makes decisions on significant architectural design problems and methods.
• Responsible for specific technical design aspects of an assigned project including investigation, evaluation, and recommendation of design solutions.
• Prepares architectural plans and renderings, consult with manufacturers, and coordinates consultant work on simple projects.
• Performs basic building and zoning code studies and analysis.
• Evaluates and selects materials.
• Receives technical or design guidance from the project architect, project manager, or project designer.

Education, Training & Skills Required
• Architectural registration encouraged.
• 3-7 years of experience working in all phases of architecture.
• Basic knowledge of architectural drafting, detailing, building codes, and zoning codes.
• Strong verbal, written, graphic, and AutoCAD/Revit skills required.
• Knowledge of firm software is encouraged: Bluebeam, Adobe Creative Suite/Cloud, SketchUp
• Ability to look for opportunities to bring about positive firm-wide changes in support of business goals.
• Expected ability to produce basic permit set for projects under supervision.
• NCARB registration encouraged.

Other Requirements
Work is primarily sedentary in nature. Position may require visits to project sites or other occasional local travel. Site visits require ability to walk and traverse obstacles and uneven ground. Must have valid driver’s license and meet criteria for motor vehicle insurability.

Benefits
• Medical / Dental / Vision Insurance
• SIMPLE IRA plan
• Partial Transit Pass reimbursement
• Vacation and Paid Sick/Safe leave
• 10 paid holidays
• Company-assisted continued education and professional development
• Travel scholarship program

Please submit your cover letter, resume and digital portfolio samples to info@caronarchitecture.com.
Please include the position for which you are applying for in the email subject line.
No recruiters or phone calls please.