

## Job Captain

IS Architecture is an award-winning firm in San Diego that specializes in Custom Residential Architecture and Historic Preservation. We are a small office of 10 seeking a highly motivated Job Captain to join our team.

The Entry Level Architectural Staff works under the direction of the Principal Architect and Project Managers; primary responsibility of supporting Project Managers with planning, coordination and drafting for custom residential and historic preservation projects through all phases of design and construction document development. Additional duties will include permit running with various building departments in San Diego County and taking as-built measurements.

### Job Requirements

- Professional degree in Architecture from an accredited architecture program
- Proficiency with Revit

Preference will be given to applicants with the following:

- Additional degree or certificate in Historic Preservation
- Architectural design office experience
- Experience using Microsoft Office and Adobe Creative Suite
- Work experience on residential and institutional properties
- Ability to develop and flesh out a basic sketch from a project manager in Revit; design creativity
- Experience in all phases of design, knowledge of state building code and local planning processes, design detailing, construction documents, and submittals
- Sketch capabilities
- Ability to prepare a full set of Construction Documents
- Ability to manage time efficiently while working on multiple tasks on multiple projects
- Ability to communicate clearly and effectively with staff, clients, and consultants
- Ability to work independently and collaborate with a team of people
- Self-motivated and self-directed individual able to work in a team environment
- Ability to perform site visits and walk-throughs on active construction sites
- Focused on technical accuracy
- Excellent oral and written skills
- Positive and optimistic attitude
- Resourceful and willing to bring and share new ideas
- Organized and time efficient
- Knowledge of the Secretary of Interior's Standards
- A passion for historic preservation architecture

Qualified applicants should submit the following:

- Resume
- Cover Letter (please address how you meet the 2 job requirements listed above)
- Revit examples (Construction Document set of drawings and details)
- Minimum of 3 References
- Salary history/expectations

Please apply only if you have a serious interest in the position. We are looking for someone who is interested in developing a long-term commitment. Out of region candidates may apply, though compensation for relocation will not be considered. Part-time will be considered for 2018 graduates if still in school. We have two small office dogs, so candidates must be ok working around dogs. Candidates must be able to provide their own transportation.

**Most importantly, we need someone with the right work ethic and attitude. Someone that can anticipate when someone needs assistance, or when something needs to be done. Someone that can take initiative. Someone that can communicate effectively and ask questions. Someone that is willing to jump in head first to keep things afloat when the need arises. And someone that can take a joke (a good sense of humor is appreciated here).**

DO NOT send general broadcast letters and portfolios. IS Architecture is an Equal Opportunity Employer.

Benefits:

- Paid vacation and sick time
- Paid holidays
- Group Medical/Dental insurance stipend
- Hourly pay commensurate with experience
- Simple IRA retirement plan

Email your resume with all the attachments listed above to:

Marissa Feliciano

Email: [marissa@isarchitecture.com](mailto:marissa@isarchitecture.com)

Tel: 858-456-8555

[www.isarchitecture.com](http://www.isarchitecture.com)

### **More About IS Architecture**

IS Architecture, currently celebrating its 28th year, specializes in applying the Secretary of the Interior's Standards for the Treatment of Historic Properties and has completed projects implementing all four approved treatments; Restoration, Preservation, Rehabilitation, and Reconstruction. Together Ione R. Stiegler, FAIA, and her studio have rehabilitated or restored more than 75 institutional historic structures, 18 adobe buildings, and more than 100 historic homes. Founded in 1989, IS Architecture has won over 80 professional awards, including several California Governor's Awards, and a 2014 "Best in American Living" Home of the Year and "One-of-a-Kind Custom Design" award, both from the National Association of Homebuilders. Ione R. Stiegler, FAIA is one of the nation's leading experts in historic adobe and earthen structures. Ms. Stiegler is also the only practicing Architect in California that is an active member of the International Council on Monuments and Sites (ICOMOS) International Committee on Earthen Architectural Heritage, the organization at the forefront of earthen architecture conservation. In 2014, IS Architecture was awarded the Distinguished Practice Award by the AIA California Council. It was the first time that the AIACC had ever bestowed this award specifically in recognition of an architect's preservation work.