

LevelEleven Studio

LevelEleven Studio is a boutique architectural and design firm with offices in midtown Manhattan. We specialize in high-end interior renovations, commercial and residential work with projects currently underway in New York City, the Hamptons and Connecticut.

We are seeking a detail oriented, creative individual who loves design and architecture. All candidates must have at least 5 years of experience in design development, construction administration and construction document preparation. Candidates should have excellent interpersonal skills and strong design awareness but must also be self-starters who are highly motivated and well-organized.

Required Skills & Qualifications

- Title: Project Architect
 - BArch or MArch with 5-8 years experience
 - Must be versed with New York City code, zoning regulations and have experience with the New York City department of buildings;
 - Experience in the NYC Co-op/Condo building approval process;
 - Technical detailing ranging from interior millwork drawings to exterior envelope detailing;
 - Leadership experience on the job site that includes client management, coordinating with consultants, responding to RFI's, completing field reports, and review of Shop drawings and submittals;
 - Ability to multitask and prioritize daily tasks and work independently and as a team player;
 - Fluent in English with strong written, oral and organizational skills;
 - Strong time management skills and ability to develop project schedules;
 - Strong AutoCAD, Adobe Suite, SketchUp, and Photoshop. Experience with Indesign is also preferred.
 - Skills needed: Project management skills and technical detailing ranging from interior millwork drawings to exterior envelope detailing.
 - Software used: AutoCAD, Adobe Suite, SketchUp, and Photoshop.
 - Full-time
 - License not required, but should be working on completing exams.
 - Type of projects: High-End Residential
 - Size of office: 4-6 people
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- We are a small, close knit group that share a love for design and architecture.
 - Contact Person and contact info: Ms. Amie Sachs amie@amiesachs.com
 - Material required: Cover letter, resume, and portfolio. 5MB file limit

Thank you!

Website: www.amiesachs.com