

Architectural Intern – Denver



HUMPHREYS & PARTNERS ARCHITECTS, L.P.

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Humphreys and Partners Architects, L.P. (HPA) is an Architectural and Urban Design, Master Planning and Land Planning firm engaged in the design of high-rise, mid-rise, mixed-use, luxury, senior, affordable and student housing in markets across the country and internationally. We have a reputation for excellent design combined with a high level of technical expertise, as well as a reputation for exemplary customer service.

We are currently seeking an **Architectural Intern** to join our Production Team in our Denver, CO office.

Architectural Intern duties will include accurately preparing project construction documents; communicating with and coordinating the preparation of documents with consultants, contractors, team members; reviewing shop drawings, project submittals, etc. for document compliance; documenting code review and compliance; communicating and coordinating with management, clients, consultants and contractors related to daily business operations.

Job Responsibilities:

- Accurately preparing project construction documents
- Coordinating the preparation of documents
- Reviewing shop drawings and project submittals for document compliance
- Processing RFIs and submittals using NewForma software
- Managing physical samples
- Interfacing directly with the consultants, contractors, team members and architects

Basic Qualifications:

- Bachelor of Science degree in Architecture or in a related field (construction or engineering)
- A minimum of 1 year of professional work experience
- Experience working in multifamily architecture and mixed-use projects
- Proficient with Microsoft Word, Excel, Adobe Acrobat, PowerPoint and other software programs
- Proven skills with AutoCAD and Photoshop
- Excellent interpersonal and time management skills
- Ability to follow-up in a timely manner
- Excellent clear and concise written and verbal communication

Interested candidates may send cover letter, resume, sample page (5MB max file size) to:

April Hurst HR Recruiter april@humphreys.com

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A link to an online portfolio such as <http://www.issuu.com> is also welcomed.