

InkStone Architects is a full service, residential and commercial architecture firm working on sustainable projects primarily in the modern or mid-century modern style. Clients seek us out for additions, renovations and new home construction and we provide collaborative project design and development, landscape and interior design, and construction management. We are a growing company located in the historic center of Concord.

InkStone is seeking a creative and conscientious individual for a job as a Drafter/Junior Designer.

### **DRAFTER/JUNIOR DESIGNER POSITION**

Junior Designers work closely with Principals and Project Managers and are responsible for producing drawing sets for clients, municipalities and contractors from conception of the project to the point of final issue. We are looking for someone who can work independently but also understands how to work on a team. Junior Designers may be asked to visit job sites before or during construction.

### **RESPONSIBILITIES**

- Drafts Schematic Designs, Pricing Sets and Construction Documents on software and computers provided by InkStone Architects.
- Models projects in 3D using Sketchup or Vectorworks.
- Records measurements on site and drafts existing conditions for new projects.
- Coordinates and records schedules for windows/doors, finishes, plumbing or electrical fixtures.
- Gives strong attention to detail and seeks support from senior team members while working.
- Understands modern design aesthetic and graphic visualization.
- Communicates about work schedule and logistics and completes work tasks on time.
- Is interested in interior design work including producing mood boards and renderings.

### **QUALIFICATIONS**

A successful candidate has excellent communication skills, is eager to learn and ready to jump in to new projects in a fast-paced environment. Additional qualifications include:

- Has 1-2 years of experience working in an office. Architecture office experience is desirable.

- Understands phases of design services, the role of the architect and associated deliverables.
- Communicates skillfully verbally and in writing and can demonstrate time management.
- Can draw by hand and envision spaces three dimensionally.
- Holds an undergraduate degree in an architecture related course of study.
- Is proficient in or willing to learn MS Office, Sketchup, Vectorworks or AutoCAD, and Adobe Suite.

## BENEFITS

InkStone Architects offers a competitive salary commensurate with experience, flexible work schedule, a friendly work environment, professional accreditation/CE reimbursement, and a performance-based bonus.

We know that our people are our greatest asset and recognize the importance of providing opportunities for learning and development. InkStone celebrates diversity and is committed to creating an inclusive, respectful environment for all team members. We are not able to offer visa or green card sponsorships.

Please send your resume, cover letter, and work samples to Eve Isenberg at eve @ inkstonearchitects.com

Job Types: Full-time, Part-time, Contract