

## PRODUCTION LEAD

---

### WHO WE ARE

At FiELD9: architecture we recognize the harm done to our health, our neighbors, and our planet by the buildings we occupy. We design durable and efficient buildings that are rooted in the communities they serve, because resilient buildings are the path to a sustainable and equitable future. We work in both the public and private sectors with cultural institutions, educational institutions, homeowners, municipalities, businesses, non-profit organizations, developers, and entrepreneurs to help them realize their dreams and build a better future.

---

### WHO WE ARE LOOKING FOR

FiELD9: architecture is looking to add a Production Lead to our team that is aligned with our mission and contributes to our culture. A positive attitude is paramount toward our work, the firm's projects, and clients. As well as the ability to effectively switch between multiple projects and perform iterative work. Applicants will be detail-oriented, adaptable, resourceful, well organized, and a problem solver. If you are open to a position that is challenging while contributing to the community and environmental efforts, FiELD9: architecture encourages you to apply. We value innovation, creativity, volunteerism, building relationships, quality interactions, and sustainability. As FiELD9: architecture continues to grow, we seek to positively impact the lives of its clients and our community.

---

### RESPONSIBILITIES

- Production
  - Manage production staff effectively.
  - Modeling using Archicad.
  - Drafting and detailing derived from Archicad model.
  - Participate in and contribute to team meetings and team building outings.
- Quality Control
  - Consistently applies FiELD9's company standards.
  - Maintain and apply production Standard Operating Procedures.
  - Review drawings and models for application of standards.
- Client Relations + Construction Observation
  - Have a firm understanding of our project delivery process.
  - Maintain communication with contractors, clients, consultants, and staff.
  - Construction Observation fieldwork.
  - Respond to Requests for Information from contractors.
  - File documentation appropriately

---

## EXPERIENCE + SKILLS

**TECHNOLOGY:** Production Lead will be a technologically savvy Mac user and will not be intimidated by learning new technology. They should be able to collaborate and communicate across multiple platforms and channels. Proficiency in the following technology platforms is ideal: Slack, Spark (eMail client), Apple Pages, Apple Numbers, Dropbox, Monograph (project management), Zoom, and Todoist.

**BIM + DRAFTING:** Production Lead will have advanced Archicad proficiency and BIM cloud experience along with knowledge of residential and commercial construction techniques, documentation, and building codes.

**LEADERSHIP + COMMUNICATION:** An excellent communicator, FiELD9's Production Lead has 2 to 4 years experience leading a team in architecture with the ability to understand, communicate, and complete complex tasks on time and in budget. The Production Lead will be responsible for relaying information from the Project Architect to the staff, consultants, contractors, and clients. Minimum 3 years experience using BIM, Archicad preferred.

**EDUCATION + PROFESSIONAL DEVELOPMENT:** Production Lead will have a bachelor or professional degree in architecture or significant experience in a professional environment documenting residential and commercial projects. We prioritize professional development in order to help employees become more skilled in their position and achieve results. We also dedicate time to train as a team on competencies that will advance the firm.

---

## WORKING HOURS

- Normal working hours are between 8am-5pm Monday through Friday.
- Flexible work schedule with the possibility of remote work.
- Full Time position of at least 40 hours a week.
- Pay is bi-weekly by direct deposit.

---

## COMPENSATION

- Salary commensurate with experience. \$36,000 - \$42,000 / year.
- Paid Time Off accrued on an annual basis.
- We do not offer any form of insurance, paid leaves, nor retirement. This is subject to change as we grow.

---

## CONTACT

- Send resume, and website (if applicable), and references to [hr@field9architecture.com](mailto:hr@field9architecture.com)