

PRODUCTION STAFF

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 Production Staff 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
 - Modeling using Archicad.
 - Drafting and detailing derived from Archicad model.
 - Revise drawings prepared or marked-up by others.
 - Assist with research and development of project design and detailing.
 - Engage with architects and other team members in a collaborative and creative process.
 - Participate in and contribute to team meetings and team building outings.
- Quality Control
 - Consistently applies FiELD9's company standards.
 - Apply production Standard Operating Procedures.
 - Review own drawings and models for application of standards.
- Project Delivery
 - Have a firm understanding of our project delivery process.
 - Maintain appropriate communication with contractors, clients, consultants, and staff.
 - Respond to Requests for Information from consultants.
 - File documentation appropriately.

EXPERIENCE + SKILLS

BIM + DRAFTING: Production Staff will demonstrate a proficiency in using Archicad and BIM cloud along with some knowledge of residential and commercial construction techniques, documentation, and building codes.

TECHNOLOGY: Production Staff 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.

PROFESSIONAL EXPERIENCE: Production Staff will have 1 to 3 years experience in architecture or a related field with the ability to understand and complete complex tasks on time and in budget. Minimum of 2 years experience using BIM, Archicad preferred.

EDUCATION + PROFESSIONAL DEVELOPMENT: Production Staff will have an associates or bachelor 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. \$34,000 - \$38,000 / 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