

## Junior Architect

Jenkins Architecture PLLC is a Preservation / Restoration Architecture office that primarily focuses on exterior repairs and building facades/envelopes. You will be involved throughout all aspects of the project from site visits and documentation to Autocad drawings through bidding and construction. If you are registered for NCARB AXP, you will earn hours toward becoming licensed. Our office focuses on historic facades and structures. Currently in the office are projects at churches, historic apartment buildings, landmark houses and buildings and brownstones.

### Essential duties and responsibilities:

- Run projects from initial site measurements to construction documents to bidding and pricing and through Construction Administration and Close out. Create condition survey reports that may include probes and water testing. Autocad drafting of facades, roof plans and details.

### Required knowledge, skills and abilities:

- Bachelors or Masters degree in **Architecture OR Historic Preservation required.**
- Heights will be involved with supported and hanging scaffolding. You **must** be okay with heights.
- Working knowledge of Autocad and Microsoft Office. • Revit will **not** be required or needed.
- A comfort level with taking site measurements and translating those measurements to drawings.
- Good writing and communication skills. Ability to communicate via hand sketching required.
- Ability to travel to all five boroughs in NYC on a daily basis.
- Ability to work under pressure and produce high quality detailed Autocad drawings.
- A strong desire to learn how historic buildings are constructed (**This is not new design**). **You will learn details at this office.**
- Fluency in written and spoken English and Must be eligible to work in the United States

### How to Apply:

#### **Submission Requirements:**

- References from prior work experiences. Submission of resume and work showing Autocad ability in a non-zipped PDF (20MB max).
- Jenkins Architecture is committed to the hiring of qualified local residents. Local candidates only, please. Candidates must have a Green Card or be a U.S. Citizen.
- We can only respond to a limited number of qualified candidates. **NO CALLS ALLOWED.** Email only
- Two **references** that you have worked directly with in the last 3 years
- This is not a part time job. This is not a Work from home job. You will be in the office five days a week.
- We do not discriminate against individuals on the basis of race, color, gender, age, national origin, religion, sexual orientation, gender identity or expression, marital status, citizenship, disability, veteran status, HIV/AIDS status, or any other legally protected factor.
- Our base salary compensation for this position is \$55-62,000 per year.

Email your Resume in pdf, Autocad drawing samples in pdf and your contact information to [jobs@jenkinsarchitect.com](mailto:jobs@jenkinsarchitect.com). No calls will be answered or taken for the position.