



**Position:** Associate

**Location:** McNeill Baker Design Associates (MBDA)  
 1401 Chain Bridge Road, Ste 202  
 McLean, VA 22101

<b>Department:</b>	Design	<b>Position:</b>	Exempt
<b>Reports to:</b>	Lead Architect	<b>Supervises:</b>	N/A
<b>Experience:</b>	Non licensed, 1 to 5 years	<b>Compensation:</b>	Salaried with benefits

**Description:** We are looking for an associate with a Bachelor's of Architecture and/or licensed architect with minimum 1- 5 years of experience in the residential and residential mixed-use arena and an interest in developing a broad professional skill set. This candidate should be prepared to assist in project responsibilities across a range of professional tasks and duties, including marketing materials and proposal preparation, pre-design and programming, feasibility studies, design development and document production, technical specifications, bidding and cost estimating, and construction administration. You will be a part of a collaborative team working in a studio environment, working across a broad range of design and production tasks.

**Responsibilities:**

- Prepares pre-design studies in order to obtain information relevant to project space and design requirements, obtaining measurements and making sketches preliminary to the design process, zoning and building code research
- Creates plans for existing buildings where plans are not available, including coordination of the field survey team
- Meets with clients as part of the programming team to determine requirements of projects; analyzes space utilization for efficiency, effectiveness, and flexibility; recommend actions to meet new requirements
- Initiates original design work utilizing sketches and ideas on developing designs
- Assists in preparation of design development drawings and coordinated/detailed construction drawings and specifications
- Assists senior staff, in the preparation of layouts, preliminary sketches and renderings for client presentations
- Assists in managing client expectations, team communication, and consultant coordination
- Assists in the administration of the competitive bidding processes
- Assists in project construction administration tasks and duties
- Meets project schedules and budgets as provided by senior staff
- Manages and maintains all project files, binders, stick sets, specifications and schedules
- Assists senior staff with the development and production of firm marketing packages, including preparation of proposals and/or other graphic materials
- Supports senior staff and management by contributing to office activities, initiatives, and learning programs

**Education:** First Professional Degree, Bachelor of Architecture (5-Year NAAB accredited degree program)

## MBDA Associate (Continued)

### Qualifications:

- Minimum of 3+ years of Revit
- Familiarity with architectural production software including Revit 2015 (primarily) and AutoCAD 2015 (secondarily), or recent version; graphic design software including Adobe Creative Suite (Acrobat, Photoshop, etc.); 3-D rendering software including: Sketch-up 2016; Office Software including: MS Office Suite – Word, Excel, Outlook, PowerPoint, etc. and Outlook
- Knowledge of the methods and techniques of CAD/BIM design
- Skilled in drafting and assembling architectural plans.
- Fundamental knowledge of types of building materials and construction methods.
- Strong imagination with the ability to think and create and model space in three-dimensions
- Visual awareness and detail development oriented
- Excellent communication skills – verbal and written
- Desire to become a licensed architect

**The Firm:** McNeill Baker Design Associates is a full service architectural firm grounded in traditional Architecture and dedicated to exceeding each clients' expectations for service and quality. With more than 27 years of experience within our team, the firm specializes in residential as well as small mixed-use commercial projects. At McNeill Baker, we create buildings that enhance great communities. Our innovative award winning team has the vision, skills, knowledge and track record to create architecturally significant designs appropriate to their context. Our solutions to our clients' problems transform mere spaces into beautiful places that inspire the lives of those that inhabit them.