



**Position:** Junior Associate

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

<b>Department:</b>	Design	<b>Position:</b>	Non-Exempt
<b>Reports to:</b>	Lead Architect	<b>Supervises:</b>	N/A
<b>Experience:</b>	Entry Level	<b>Compensation:</b>	Stipend w/ credit or hourly

**Description:** We are looking for an entry-level architecture student and/or CAD operator to assist in the design and development of various types of documentation, including architectural drawings and marketing documents. You will be a part of a collaborative team working in a studio environment, working across a broad range of design and production tasks. An interest in architectural design, some competency in historical architectural styles and knowledge of construction methodologies are a plus.

**Responsibilities:**

- Perform field surveying of existing conditions with team members
- Assists in the development of Schematic, Design Development and Construction Document phase drawings
- Interprets architect's sketches and use them to create measured drawings in CAD/BIM environment
- Reads and interprets redline markups and translates to working drawings
- Provide generalized support functions with respect to all usual and customary areas of professional architecture practice.
- Adhere to schedule for project completion and submission
- Assist in the development of firm marketing packages, including preparation of proposals and/or other graphic materials

**Education:** Enrolled in an NAAB accredited degree program or a nationally recognized for credit approved certificate program.

**Qualifications:**

- 2+ years Revit and/or AutoCAD
- Familiarity with architectural production software including AutoCAD 2017, or recent version; Revit 2017, 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
- Strong imagination and the ability to think and create in three-dimensions
- Visual awareness and an eye for detail
- Excellent communication skills – verbal and written

## **Jr. Associate (Continued)**

**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 at 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.

To be considered for the position, applicants should submit a cover letter, resume, list of reference, transcript and a sample of previous design work. Applicant materials should be submitted via email, fax or mail  
ATTN: Junior Associate Search 2016