



## FIRM OVERVIEW

Project 308 is a full service architectural design firm located in Old Town Alexandria with a strong reputation for both product and process. Employees shall be exposed to a variety of project types and scales and will be responsible for assisting with all phases of the project's development, including marketing, design, documentation, engineering coordination, and construction administration.

Candidates are encouraged to email a current resume, work sample, and references to [chris@project308design.com](mailto:chris@project308design.com) for consideration.

## JOB TITLE & RESPONSIBILITIES – Intern I, Intern II, and Intern III

Project 308 is currently seeking highly qualified and motivated individuals with a professional degree to join our growing practice serving the DC Metropolitan area in a full time capacity. Interns at Project 308 shall contribute to professional design services and shall serve as representatives of the company's values and established reputation.

Responsibilities associated with the role of Intern I, Intern II, and Intern III at Project 308 shall include, but not be limited, to the following:

1. Participate in various stages of design and documentation, including programming, test fit exercises, field survey work, schematic design, construction document development, and construction administration
2. Assist in developing materials and finish palettes for various projects in the office
3. Participate in client presentations and consultant coordination meetings
4. Assist with marketing efforts on occasion
5. Assist with development of a positive office culture and consistent brand

Candidates should be proficient in both Revit and AutoCAD applications.

## COMPENSATION & BENEFITS

Project 308 is an equal opportunity employer and offers competitive salaries and a comprehensive benefits package with opportunities for advancement and career development. Benefits include the following:

- **HEALTH INSURANCE**  
Project 308 offers a tiered health insurance plan with a series of employee enrollment options.
- **RETIREMENT SAVINGS**  
Project 308 offers a Simple IRA retirement savings plan. Employee enrollment is voluntary. Contributions up to 3% of the employee's base salary will be matched by Project 308.
- **DISABILITY AND LIFE INSURANCE**  
Project 308 offers at no cost to its employees Life Insurance, Short Term Disability, and Long Term Disability.
- **PAID TIME OFF (PTO)**  
A PTO structure offers employees freedom and flexibility to use their paid time for personal use at their own discretion. There is no delineation between vacation and sick time. Employees are allocated a fixed number of days for their own use in addition to defined company-wide holidays.
- **DISCRETIONARY BONUSES**  
Performance-based bonuses are not guaranteed, but shall be considered by Project 308 on an annual or semi-annual (once every 6 months) basis. Bonuses shall be distributed solely at the discretion of Project 308 and shall be considered based on individual and company-wide performance.

## PROFESSIONAL DEVELOPMENT

Project 308 supports the professional development and career advancement of its employees. The team of Registered Architects at the practice is happy to provide guidance and support for the pursuit of licensure or other professional accreditations and participation in industry-related activities. We encourage our team to engage in public outreach and community organizations.