



OPEN POSITION: EDUCATION PROJECT MANAGER / PROJECT ARCHITECT FOR THE LOS ANGELES OFFICE

dsk architects was established in 2006 with a focus on education and healthcare. In 2020, we added commercial interiors to our services. With 36 staff members, including 12 licensed architects, shared among our Oakland, San Francisco, San Luis Obispo, and Los Angeles offices, dsk architects offers the camaraderie of a small studio with the benefits and resources of an established mid-size firm.

We're looking for friendly, ambitious, sharp-minded designers ready to grow professionally and share their knowledge and experience. As a member of the dsk team, you will interact with clients, conduct site visits, grow new skill sets (or polish existing ones), and see your work realized in construction – all with the support and guidance from our seasoned staff.

dsk is committed to providing a great work environment and good work-life balance including a hybrid work schedule. Our office is bright with ergonomic electric sit/stand desks and 40-inch 4K monitors for optimal drawing viewing. In addition to 15 PTO days + 7 Holidays a year, our compressed work schedule affords 12 extra days off a year, allowing for more 3- and 4- day weekends without even touching your PTO.

QUALIFICATIONS / REQUIREMENTS:

- License Preferred, not required
- 7+ years in-office experience post college
- Excellent written and verbal communication skills
- Experience developing quality Construction Documents for healthcare or similar building types
 - DSA experience preferred, not required
- Knowledge of building codes, other building regulations, and experience with regulatory agencies
- Experience with specification review and coordination
- Experience with consultant coordination and in-house staff mentorship/oversight
- Experience with building systems, including use of both standard details and custom detailing
- Savvy software skills (Autodesk, Office, Adobe)
 - Professional Revit experience required

JOB DESCRIPTION:

We are seeking an individual to manage projects predominantly in our education division. dsk is lucky to have a steady staff, and we prefer to keep team members on projects from start-to-finish for consistency. The PM/PA will lead the team, produce quality contract documents, and be the point-of-contact between the client and various approval agencies, all while acting as the guidance navigator with the help of the Job Captain to get us to the finish line within budget and on schedule.

IF YOU WISH TO APPLY, PLEASE EMAIL* THE FOLLOWING ITEMS:

1. PDF [resume](#) of relevant work and education experience.
2. Email/pdf copy of your [cover letter](#) addressing your current professional level, level you are applying for, and why you want to join dsk.
3. PDF [sample construction documents](#).
4. Optional: PDF or weblink to your [portfolio](#).

*Keep the total email size under 10 MB.

To see our work, check out our website at www.dskarch.com

To apply, please send your cover letter, resume and portfolio to heather@dskarch.com

NOTES:

- We will not be able to sponsor work-related visas.
- No phone calls please. We will confirm that we've received your application, and let you know whether or not you've been selected to interview.

Thank you for your interest in dsk!

