



JOB POSTING: Intern Architect

Date: 7/19/22

Job Description:

Daniels and Zermack Architects is a small design firm specializing in Libraries and Financial Institutions in the Midwest for over 70 years. We are currently seeking an Intern Architect. The ideal candidate is self-directed, outgoing and has an attention to detail, as well as a passion to excel and gain experience while being a vital part of a close-knit team.

This is a full-time position with paid overtime and an excellent benefits package (including paid personal and vacation time, health insurance, life insurance, 401K). We are an equal opportunity employer.

We request that candidates submit a resume and references with their application electronically to info@DANIELSandZERMACK.com

Applicants should have:

- 1 to 3 years of professional work experience in an architecture office post professional degree
- Professional degree in architecture
- Participation in NCARB AXP.
- Proficiency with AutoCAD or Revit, Adobe Suite, Sketch-up software
- Excellent verbal and written communication skills
- Excellent organizational skills
- Strong manual and digital graphics skills

Job Requirements:

- Participate as member of design team in developing design and technical architectural detailing
- Develop project deliverables and project documents at all stages of design, and assist with construction administration activities, such as submittal reviews, RFI's, ASI's, CCD's, etc.
- Coordinate construction documents with consultants
- Maintain CAD and document standards
- Participate in team meetings