



## ARCHITECTURAL STAFF (LEVEL I)

### FIRM PROFILE

Stevens & Associates, P.C. (S&A) is an award-winning, dynamic Architecture, Civil and Structural Engineering, Landscape Architecture, and Development consulting firm dedicated to building livable communities through traditional architectural design, historic preservation, and urban design. We are passionate about projects that embrace the fabric of our New England cities and towns through adaptive reuse of old buildings, sensitive design of new buildings, and the creation of pedestrian-friendly downtowns. We pride ourselves on being trusted advisors to our clients, focusing on what is important to them, with the goal of not only meeting their needs but exceeding them.

S&A was founded in 1990 as a small Civil Engineering firm with just two members. Since then, we have grown, layering in disciplines to help us better meet the needs of our clients and more seamlessly carry out their projects. In 2013, we added Architecture and in 2014 we created our sister company, M&S Development. In total, we are now a team of 25 professionals who work hard to take smart ideas and turn them into successful, completed projects that add lasting beauty and value to the communities in which they reside.

### JOB SUMMARY

S&A has a robust pipeline of exciting and varied projects across the state of Vermont and the greater New England region. To support this work, we are recruiting for qualified and experienced Architectural Staff members with a passion for design, collaboration, and community to join our growing team of creative, flexible, curious problem-solvers.

Each position reports to the Project Architects who work under the supervision and direction of the Architectural Team Leader. The ideal candidates can perform a variety of assignments requiring fundamental skills in all aspects of architectural design, documentation, and construction administration. These team members will work collaboratively with others to develop and execute the design through BIM models, drawings and construction documents, collaborate and coordinate with clients, consultants and contractors, and assist the team in responding to construction phase submittals and overseeing the progress of construction.

### ESSENTIAL FUNCTIONS

- Responsible for the creation of project BIM models, design drawings, and construction documents through all phases of the design and construction process, with input from the Project Architect
- Work with the design team to develop the design concept and coordinate architectural, structural, and MEP systems and elements to support the design
- Responsible for the creation of advanced design images including photo-realistic rendering, photomontage, rendered plans and elevations



## **ESSENTIAL FUNCTIONS, CONTINUED**

- Assist the Project Architect in researching materials, finishes, and construction assemblies and gathering necessary information to develop details and specifications
- Navigate and research regulatory and code requirements and incorporate into the design to ensure compliance

## **REQUIREMENTS / SKILLS**

### **Education and Professional Experience**

- BA in Architecture or completion of non-accredited Architecture or Architectural Technology program
- 3 to 5 years of professional architectural or related work experience
- A minimum of 2 years of experience using Revit BIM platform in an office to produce construction drawings

### **Technical Skills**

- Proficient in Revit, Adobe and MS Office (Microsoft Outlook, Word, and Excel)
- Familiarity with SketchUp, Formit, Rhino, or 3D Studio Max would be a plus
- Ability to read and understand building plans, technical diagrams, sketches and shop drawings for Architectural work and related disciplines
- Possesses foundational knowledge in construction practices, technology, and detailing
- Possesses foundational knowledge in architectural design, production of construction documentation, and the construction administration process
- Prior knowledge and hands-on experience with the rehabilitation or renovation of aging and/or historic industrial and commercial buildings is a plus

### **Personal Skills**

- Deep curiosity and creativity, and a drive to solve problems and improve and simplify designs, systems, and processes
- Personal passion for and commitment to the enduring vitality of historic New England buildings and communities
- Excellent written and verbal communication skills, responsive and timely communicator with team members and clients
- Ability to multi-task, prioritize and maintain organization in a dynamic environment
- Professional demeanor and conduct, exercises good judgment and represents the firm with integrity

If you are looking for long-term career growth, professional responsibility, and meaningful employment within a fun, energetic, and diverse organization that values its people tremendously, we hope you will consider joining our team. Please email your cover letter, resume, and portfolio (PDF) to: [hiring@stevens-assoc.com](mailto: hiring@stevens-assoc.com) and include "Arch Staff Level I" in subject heading.

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For more information about Stevens & Associates and M&S Development, please visit our websites: [www.stevens-assoc.com](http://www.stevens-assoc.com) and [www.msdevelopmentllc.com](http://www.msdevelopmentllc.com).

S&A's offices are in downtown Brattleboro, Vermont, overlooking the Connecticut River. Our team fully embraces the Vermont way of life with unlimited access to outdoor recreation, local food and microbrews, arts and culture—all just steps away from our office door. We are equipped with broadband, making remote working not only possible but a regular practice, as we strive to support our team's work-life balance. Our location in Southern Vermont is excellent: we sit at the intersection of Vermont, New Hampshire, and Massachusetts, in the geographic heart of New England, providing convenient access to Bradley International Airport, as well as Amtrak service with connections to NYC, Hartford, and Montreal.

S&A offers a competitive salary commensurate with the level of experience, as well as a comprehensive benefits package. Stevens & Associates is a Veteran-owned company and an equal opportunity employer.

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