

Position: Staff Level Professional I

Location: Atlanta, GA

Based in Atlanta, THW Design is a multi-disciplinary firm with over 60 professionals, encompassing Architectural, Interior Design, and Land Planning studios. By seamlessly integrating these studios, the firm delivers award winning projects with a focus on consistent and meaningful design. Recognized as one of the top senior living design firms in the nation, as well as expertise in Airport Lounge Development & Design, THW Design brings a distinctive emphasis on hospitality and community-based approaches.

Within THW Design, you'll encounter a diverse and collaborative group of professionals who collectively share a deep compassion for the individuals residing and working in the communities we design. Full Time Position Scope & Responsibilities: THW is seeking a Staff Level Professional to be part of a Studio team working on projects through the standard phases of Architectural design and documentation.

Full-time Position Scope & Responsibilities:

THW Design is seeking a Full-time Staff Level I to serve as part of team working on projects of various sizes and complexity through the standard phases of architectural design and documentation, including concept to SD, DD, CD, CA. Under the direction of staff: interface with consultants on projects; support marketing and project procurement activities as requested; follow progress, programming/design and quality control review meetings as requested; attend coordination work sessions with consultants and internal teamwork meetings during the production process; assist in documenting meeting decisions; understand and work to achieve project deadlines; develop a clear understanding of project scope in conjunction with the PM/PA; explore alternate design approaches as directed by staff, including preparation of drawings/model for design evaluation/presentation materials (i.e. models and drawings); assist in the production of design documentation drawings, including correction and updating; assist in inter- and intra-disciplinary coordination as requested; assist in performing ongoing Revit file management tasks for file organization and upkeep; assist in the maintenance of project files, records, and drawings until completion of project and enter documents into record storage system; assist in the maintenance of design product research and selected products folders with relevant product reference information; assist in the maintenance of the code data folder with relevant code excerpt reference information; provide limited contract administration assistance as requested including attending OAC meetings, and aiding with submittal review and RFI responses.

Qualifications:

- Bachelor's degree in architecture required.
- Education or work background must have included Revit in production of SD, DD and CD documentation, including Multi-family, Hospitality or Senior Living.
- Must be graduate of an accredited Architecture program. Background screen required.

Resumes to THW Design Attn: Vikki Cheek 2100 Riveredge Pkwy Suite 900 Atlanta, GA 30328 or vikkicheek@thw.com