



Job Description: CAD Technician/ Intern Architect

Summary

Catalyst Architecture / Interiors, is a successful architecture and interior design firm located in Yarmouthport, MA. We are seeking a full time in-house CAD Technician/ Intern Architect to support a wide range of architectural and interior design work for various commercial, municipal and residential projects. This is not a remote position. This is a growth opportunity for the right individual.

Basic Requirements

- Technical degree in Computer Aided Drafting, Bachelors or Masters of Architecture Degree or working toward same.
- Minimum 1-3 years of professional experience
- Ability to multi-task while maintaining an energetic and enthusiastic attitude
- Well organized, with excellent interpersonal and verbal communication skills
- Work collaboratively and courteously with Principals, Project Managers and outside sub-consultants
- Work independently for sustained periods of time in a professional, fast-paced environment
- Ability to monitor own work flow against work/ time budget with Project Manager
- Proficiency required in Autodesk Revit, SketchUp & Microsoft Suite. Photoshop/Adobe Suite proficiency helpful.
- Technical understanding of building assemblies, building code, and detailing for wood and steel framed buildings

General Responsibilities

Subject to adjustment based upon firm workload and individual capabilities:

- Field measure and preparation of highly accurate existing conditions drawings
- Prepare conceptual, schematic and presentation level 2D and 3D design drawings in conjunction with Project Architect / Project Manager in Revit, SketchUp or Auto-CAD formats
- Assist with preparation of design development & construction drawings across all project sectors
- Meet with prospective clients in conjunction with Principals or Project Architects and support overall marketing activities (e.g. interview preparation/graphic support)
- Prepare programming and Space Use Tables in Excel spreadsheet format
- Prepare written project-specific correspondence including meeting memoranda and distribute to project team
- Assist with preparation of Zoning Use Summary Tables
- Attend regular coordination meetings with Project Manager and outside project sub-consultants (e.g. civil, structural, M/E/P, etc.)

- Maintain regular communication with Principals, Project Managers, client(s), contractors, etc.
- Conduct product specific research, obtain samples and specification data to assist Project Manager /Project Architect
- Assist with bidding and contractor selection processes
- Assist with construction administration activities (i.e. attend site meetings, distribute and review submittals, prepare and issue sketch clarifications)
- Attend and represent firm with Project Architect at construction meetings as requested

Compensation

Competitive salary commensurate with education, experience and skills. Benefits package including paid holidays and time off, health insurance, 401k retirement plan with employer match and profit sharing.