



FULL-TIME ARCHITECTURAL INTERN JOB DESCRIPTION

****This position is a full-time, entry level position appropriate for Masters-level graduates, May 2022 and prior.****

Pre-Requisite Skills for Consideration:

- Strong, clear design portfolio showing thoughtful, responsible and innovative design skills
- Design and technical detailing experience using the Revit platform
- Strong proficiency in Revit required
- CADD drafting, modeling and rendering experience including Autodesk CAD, Sketchup and others
- Digital graphic and technical skills including knowledge of Adobe Creative Suite
- Masters Degree in Architecture (Candidates must graduate May 2022 or before for consideration)

The purpose at PlanNorth is to create wonderful opportunities for INDIVIDUAL PEOPLE through a design community. Whether that's career advancement, support in professional development, the ability to focus on a specialty area, or balancing parenthood with career...we believe that in this environment lies the opportunity to develop your potential in an incredible way. At PlanNorth you will be working with smart, hardworking people on meaningful projects and creating space for our biggest gift in life: our families, friends, and time.

PlanNorth is a “young” company... While we aim for huge goals, we still wear many hats in the day to day. It's important to understand that there are pros and cons to working for a smaller team. One of the incredible benefits is the opportunity to learn every facet of design from being awarded the project to the final ribbon cutting, and everything in between. From day one, you will be an important member of the team on whom everyone will count. Many days, it will be “all hands-on deck”. With this comes enormous responsibility, but also the opportunity for incredible professional growth, and the chance to develop your career in a tangible way. All PlanNorth team members are required to work daily on their own skill and leadership development, working toward expert status in their areas of strength. All team members, regardless of level, are expected to behave as high-performing leaders from day one. We are currently seeking to hire two Masters-level graduates to join our team.

Job Description

1. Join the team with an open mind and a knowledge that there is something to be learned from every member on the team, regardless of their experience level, education level, or position on the team. Show the same respect and appreciation to all levels of personnel.
2. Enter the company with a yearning to understand the PlanNorth Core Values and operate in keeping with those Core Values in all aspects at work.
3. Participate as a design team member, working under the supervision of an Architect, to complete the following tasks:
 - a. Revit drafting for construction documents
 - b. Revit modeling as needed to pick up redlines or follow instructions from senior team member

- c. Drawing sheet set-up and coordination
 - d. Base file creation/drafting
 - e. Coordination among Revit files as needed to assist in creating strong sets of construction documents
 - f. Provide meeting support to architects/design staff
 - g. Learn about printing from Revit to all printers and plotters
4. Participate as a design team member, working under the supervision of a Company Principal to:
- a. Assist with specifications as needed
 - b. Assist with sketches/solutions during Construction Administration (CA)
 - c. Attend CA meetings upon request
 - d. Create and distribute meeting minutes
5. Participate as a design team member, working under the supervision of a Company Principal to:
- a. Assistance with creation of proposals
 - b. Provide meeting support
 - c. Work with architects to create concept solutions for potential clients/marketing efforts
 - d. Work with staff to create boards and other presentation materials (interior finish boards, presentation boards)
 - e. Create design development/concept books as needed
 - f. Work with the team to grow/evolve the PlanNorth brand with new ideas and initiatives

Compensation and benefits package includes competitive wages, health insurance, flexible paid time off, work from home days, 401K, holiday bonus, daily in-house lunches, and paid company holidays. PlanNorth offers AXP assistance in the following ways: paid time off for testing, paid time off for studying, reimbursement of test fee upon passing.

Interested parties should email cover letter, resume and digital portfolio link to Katie Burch at katie@plannorth.com.