

# Graduate Architect

## Who We Are

Mitsch Design is a leading national commercial interior design, architectural, branding firm and Furniture Dealership who is known for its innovative thinking and expert implementation of design. With 26 years of company history, this Certified Women-Owned Business has completed award-winning projects locally, regionally, and nationally. Areas of expertise include: Corporate, Healthcare, Higher Education, Hospitality, Multi-Family and Senior Care. Mitsch Design has been shaped around a core of cultural emphasis for our staff and influences the way we approach Client solutions to reinforce their own culture. The Mitsch Design team consists of experienced NCIDQ certified designers, licensed architects and skilled procurement team members. We are large enough to handle projects of virtually any scope, and offer a broad range of services. If you are personally committed to "being the best" at what you do, we encourage you to consider joining our team.

## The Opportunity

We are currently looking for a full-time graduate architect to add to our team; the position is based in the Indianapolis area and will provide leadership and execution to our architectural projects. You will partner with our A&D Staff and Business Developers to produce Architectural projects (Core and Shell and Interior Architecture) in accordance with what Mitsch Design has become known to deliver. We have a strong commitment to grow and innovate our industry. We are looking for highly motivated individuals that want to create more for their future.

## Position Responsibilities (ability depending)

- Provide project team production of design intent into the construction documentation, specifications, and throughout construction administration.
- Assist with managing project timelines, schedules, resources and project budget.
- Collaborate with Registered Architect to resolve complex technical/design issues and provides guidance to team and consultants.
- Participate in team discussions on technical and other project related issues.
- Prepare and ensure accuracy of technical documents.
- Develop and cultivate Client relationships.

## Position Requirements

- Professional Degree in Architecture.
- 5+ years' experience in architectural practice.
- Demonstrated leadership and experience with broad project teams.
- Experienced in client interaction.
- Demonstrated leadership and experience with broad project teams.
- Experienced in client interaction.
- Demonstrated experience in construction document preparation, assist with bid review, construction administration and field observation.
- Must be able to multi-task, be a team player, possess a can-do attitude, be a self-starter.
- Strong knowledge and experience producing construction documents in Revit, AutoCAD, Sketch Up and other 3D sketch software, MS Office Suite software, and Adobe Creative Suite. Additional software experience a plus but not required.
- Knowledge building codes and regulations.
- Multifamily and Corporate Office experience preferred.

RESUME MUST BE ACCOMPANIED WITH A PORTFOLIO OR SAMPLES OF WORK IN ORDER TO BE CONSIDERED.

## What We Offer

- Competitive base salary depending on experience and skill set
- Paid public holidays, generous number of paid vacation days, professional education days
- Excellent healthcare coverage that includes Dental, Vision, Disability and Life Insurance
- 401K Retirement savings plan with percentage contribution match
- HSA amount contribution match
- Voluntary insurance plan options
- Company phone and data plan (spouse optional)
- Comprehensive and on-going training
- Leadership and personal development course scholarship
- Gym membership reimbursement

If you are a detail-oriented individual, with a passion to learn and desire to connect with co-workers, please contact Erin Sanford ([esanford@mitschdesign.com](mailto:esanford@mitschdesign.com)).