

**Prairie Architects** is looking for a Full-time Architectural Intern/Architect and/or Technologist to join our team. We are an architectural and interior design office of 26 persons, located in the Exchange District. Our firm is a recognized leader in sustainable high performance, energy-conserving and healthy buildings. We operate in a studio-like culture within a teamwork and collaborative focused environment. The successful candidate will support the firm through the duties listed below. Please apply with a resume, portfolio, and 3 current references.

**Full-Time Architectural Intern, Architect, and/or Technologist:**

- Preference given to someone who is a Graduate of an Architectural Degree or certificate program, with 3-5+ years experience.
- Recently registered to practice as an Architect, or someone who is enrolled in the MAA Intern program, or whom has worked as a technologist.
- Experience working in an architectural or design office, knowledge of the Manitoba Building Code; have architectural design and technical detailing skills, contract document production, and contract administration experience.
- Experience and proficiency in advanced CAD tools and techniques is required. Person shall have experience working in the development of a construction document set. Familiarity with CAD software; Vectorworks (preferred), Autodesk, Revit or equivalent, Adobe Creative Suite, and Microsoft Office and digital modelling software.
- Works efficiently and respects deadlines. Ability to learn, maintain, and implement project tasks with the team.
- Proactive person who takes initiative to address issues and drawing coordination.

**Description of duties and responsibilities:**

- Employee will be involved in pre-design, schematic design, design development, construction drawings, and contract administration.
- Coordination with consulting engineers; Employee must be able to coordinate the work of consulting engineers including but not limited to Land surveyors, geotechnical, civil, interior designers, landscape architects, structural, mechanical, electrical, and building envelope engineers.
- Tasks typically include review of clients program requirements, and translation to space layout, as-built site measurements, preparation of presentation materials, design development drawings, detailed construction documents, and specifications and completion of as-built drawings.
- Employee must be able to visit job sites to take accurate measurements of as-built conditions.
- Coordination with authorities having jurisdiction for implementing code and by-law regulations.
- Effective communication with clients, consultants and project team, must be articulate and professional, in both written and verbal communication.
- Work in a fast-paced environment and be a team player. Ability to multi-task between multiple projects in office.
- Employee must be able to manage projects through to contract admin, and prepare site reviews while the project is under construction, interpret contract documents, review construction methods and provide clarifications.
- Employee must be able to travel to local and rural locations for client meetings / site visits.
- Reports directly to the project Architect, and/or Principal in charge.

**Position Details:**

- Full time position, 5 days per week, 37.5 hours per week
- Salary will commensurate with experience.
- Vacation and Benefits package will be offered.

Send to [melissa@pai.ca](mailto:melissa@pai.ca). Further details of the company can be found on our website at [www.prairiearchitects.ca](http://www.prairiearchitects.ca)