

Learning Studio Position: Senior Architectural Specifications Writer | 10+ Years

Our Culture And You

To inspire greatness to our clients we need to be great ourselves. Our collective inspiration comes from a drive to be autonomous, achieve mastery, and have a purpose. Our approach fosters deep understanding of education and learning. Top-notch talent, like yourself has a penchant to be a leader. You have a keen understanding of building systems, materials, detailing, construction techniques, engineering applications, sustainable applications and strategies, and building codes. This coupled with our integrated discipline “Learning Studios” empower us to create smart, thoughtful and inspiring “learning environments”. Our commitment to greatness starts with you. Grow the Individual, Grow the Team, Grow the Firm!

Why You're Here:

1. 5 or 6-year accredited professional degree in Architecture.
2. A minimum of 10 years of professional experience in all phases of projects.
3. A minimum of 5 years professional specification writing experience.
4. Licensed as an Architect with CSI-CCS certification.
5. Proficient in Free-hand Sketching, Arcom master specifications, e-Specs, Adobe Creative, and Microsoft Office is preferred. A basic knowledge of Revit is also preferred.
6. LEED-AP and knowledgeable with green specifications is preferred.
7. Experience and detailed knowledge of building systems, materials, detailing, construction techniques, engineering applications, sustainable applications and strategies, and building codes.
8. Active participation in the community and an active member of industry associations (AIA,CSI,USGBC,etc.).
9. You have documentation that allows you to work in the United States of America.
10. You have met required background check standards.

Who You Are:

1. Creative mind, positive attitude, accountable, thorough, results and detail oriented, excellent communicator, relational skills and thoughtful mentor.
2. Exceptional drive, commitment, the ability to manage time well and multi-task while problem solving independently.
3. Sets an example of leadership and teaming through a spirit of cooperation and mentoring.
4. Desire to build strong client and team relationships.
5. Create innovative ideas to improve information gathering and specification writing process.

What You Do:

1. A Leader
 - a. Coordinates and executes the development and integration of the project specifications, with periodic oversight from the Specifications Director and in direct coordination with the Project Lead Architects.
 - b. Consults on the development of in-house technical initiatives and training.
 - c. Participates and actively supports implementing firm’s standard procedures including quality control.
 - d. Broad knowledge of K-12 education, higher education, movie theaters and commercial projects.
 - e. Seeks to build an internal leadership presence.
2. A Coach
 - a. A mentor and teacher for building systems, materials, detailing, construction techniques, engineering applications, sustainable applications and strategies, and building codes.
3. Technical Expert and Writer
 - a. Develops clear and concise technical project specifications and project manuals for the firm.
 - b. Performs material and building systems research. Aids Director in maintaining office master specs.
 - c. Develops thorough understanding of design intent of projects.
 - d. Coordinates work efforts, project progress and schedules with Project Lead Architects.
 - e. Reviews design and construction documents at project milestones in order to confirm compliance with the design intent and contract deliverables.
 - f. Conducts constructability reviews and specification coordination on each Learning Studio project.
 - g. Maintains office technical library and products/materials library.

We may alter any or all of the above from time to time to further our desire to make you, our self and our clients great!

