

**25 September 2019**

SO – IL is an internationally recognized architecture and design firm based in New York. We are seeking motivated designers with at least **3 - 4** years of experience. The ideal candidate will have experience working in the capacity of project manager for internal teams, as well as leading the coordination with external consultants.

**SO – IL**

**320 Livingston St  
2nd Floor  
Brooklyn, NY  
11217**

**718 624 6666  
office@so-il.org**

You will be working as a project leader and be expected to create new ideas both in collaboration and independently within an international design-driven studio. Associates are considered part of the core staff team and our hope is to develop a long term relationship. This requires lasting commitment from both sides to grow together as part of our team.

#### **Associate Position Description**

Lead the production & development of all necessary documents, drawings, models, images, schemes etc related to the design & building process.

Lead project teams, acting as the primary point-person for daily oversight of design and technical development of one or more projects concurrently.

Develop architectural studies.

Prepare & present design proposals to clients and vendors.

Liaise with consultants, vendors, etc. to assess design solutions and guarantee integrity of the final design.

Act in a professional and responsible manner as representative of our firm with clients, consultants, and staff.

Be collaborative and supportive to peers and interns.

Act as point-person for schedule and budget management on a project.

#### **Prereqs**

Proven ability to act as project leader from conception to completion.

Maintain the ability to work flexibly in a demanding environment.

Strong communication skills, with regard to client correspondence, presentations, meeting organization and preparation.

Demonstrated proficiency in leading a consultant team.

Physical modelling skills required, including digital fabrication, wood, metal and foam.

Ability to work and plan both independently and seamlessly within a collaborative design team.

Proficiency required in: Rhino, Autocad, Adobe Creative Suite.

Proficiency preferred: Grasshopper, Revit, Vray.

Construction administration experience is a plus.

Demonstrated experience with junior team development also a plus.

Ability to manage and deliver projects in the Schematic Design, Design Development, and Construction Document phases.

Competition project management experience a plus.

Professional degree (Master's) in Architecture.

3 - 4+ years of experience in a leading architectural design office.

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**To apply**

To be considered for the position please include the following documents:

- CV / Resume
- Portfolio

In the body of the email please answer (no more than 150 words each):

- Why are you the right fit for SO – IL? Be specific.
- Give an example of when you've had to manage a project or process, describe your biggest challenge and how you overcame it.
- Describe your most difficult client experience and how you were able to manage expectations and maintain a positive working relationship.
- What is your potential start date?
- Whether you will now or in the future require visa sponsorship for employment at SO – IL.
- If you are licensed please indicate where.

Email [work@so-il.org](mailto:work@so-il.org); the subject of the email should read "YOUR NAME\_ASSOCIATE"

Unfortunately due to the volume of applications we are not able to reach out to every inquiry. We will follow-up with qualified candidates via email to schedule interviews. Please no phone calls or unscheduled office visits.