



### **Architectural Position:**

**TDA Interiors & TDA Architects** are professional service firms with exceptional talent and a broad range of experience. Collectively, we have been serving the architecture, interior design, space planning and programming needs of the tri state area (Kentucky, Ohio, Indiana) for more than forty years. TDA Interiors is a certified Women's Business Enterprise (WBE).

We provide full service architecture and interior design services for office interiors, hospitality and architecture projects. TDA has assembled a select staff of professionals who are trained and experienced design specialists. Our single objective is to provide superior design services.

We are currently seeking an Architect possessing passion for design and the desire to translate client's goals into a built environment. Candidate's work ethic shall possess; the desire to learn, self-motivated, organizational skills, ability to communicate design intent /concepts, team oriented and enjoy working in an open, interactive environment. While working under the direct supervision of an Architect or Project Manager, candidate shall be assigned a broad variety of drafting and design tasks. Specific responsibilities will include:

- Gain understanding of Building Codes and ADA guidelines.
- Attend Programming meetings and, under supervision of a senior team member, develop the project's Program of Requirements.
- Prepare Space Plans.
- Gain understanding of BOMA Standards of Measurements and develop square foot take-offs.
- Conduct field verification surveys detailing existing site conditions.
- Assist Architects & Designers in the production on Construction Documents.
- Prepare electronic presentation boards, three dimensional renderings for use in client presentations.
- Participate in weekly Lunch n Learns.
- Build and develop relationships with internal and external clients.
- Complete IDP within 5 years from hire.

### **Minimum Qualification:**

- Degree from an NAAB accredited program or Master's in Architecture with up to three years' experience.

### **Skills**

- MS Office Suite
- Auto CADD, REVIT
- Adobe Creative Suites
- Verbal and written communication skills
- Space Planning methodology
- General understanding of Construction Technology
- General understanding of Elevations and details
- General understanding of Construction Document
- Basic sketching and rendering skills

Submit Resume and Portfolio for consideration to [ysears@tdaia.com](mailto:ysears@tdaia.com).

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