



**Duvall Decker** is a recognized design and planning leader, dedicated to advancing, design quality, social and environmental health. The firm's work includes community planning, k-12 schools, state and federal institutions, university facilities, custom homes, residential and affordable multi-family housing.

Duvall Decker is an expanded, nationally recognized design practice located in Jackson, Mississippi. The firm's work includes architectural design, community planning, real estate development, and facility management. We see this group of endeavors as an integration of the creative work required to make and maintain meaningful public environments. We design, plan, develop, and care for built environments to leverage the best of human endeavors and foster education and cultural growth.

Duvall Decker is a collaborative studio. All planning and architectural team members contribute to every project in the studio whether led by themselves or others. Every project is a collaborative effort and a learning experience. All of us are teachers and students together.

[www.duvalldecker.com](http://www.duvalldecker.com)

[www.duvalldecker.com/foundations/](http://www.duvalldecker.com/foundations/)

[www.jacksonms.gov](http://www.jacksonms.gov)

[www.jacksonfreepress.com](http://www.jacksonfreepress.com)

[www.finditinfondren.com](http://www.finditinfondren.com)

[www.aia.org/videos/86831-midtown-a-blueprint-for-better](http://www.aia.org/videos/86831-midtown-a-blueprint-for-better)

[www.nytimes.com/2017/02/20/arts/design/jackson-mississippi-architects-duvall-decker.html](http://www.nytimes.com/2017/02/20/arts/design/jackson-mississippi-architects-duvall-decker.html)

## **Job Description**

### **ARCHITECTURAL ASSOCIATE**

**Duvall Decker** is seeking highly organized architectural associates with 0-5 years' experience to join our team of professionals. We currently need an associate architect to support multi-disciplinary community-engaged architectural projects, including housing, institutional and commercial building projects. An Architectural Associate is responsible for understanding and developing project goals, contributing to the success of the project team, and striving for excellence in the work.

#### **Responsibilities**

- Serve as a project team member and grow into a project architect.
- Prepare design drawings, models, renderings, diagrams and other visual tools to help communicate project ideas.
- Complete and clearly present, code, material or context research and analyses.
- Serve as a team member to complete construction documents.
- Serve as a team member to check shop drawings, complete field inspections and reports.
- Take notes, file, and support and follow digital organizational systems.
- Work and support planning, development, and maintenance projects.

#### **Required Skills and Qualifications**

- BArch, NAAB accredited.
- A good listener and a creative voice in the office.
- Ability to sketch, diagram and otherwise graphically communicate ideas
- Basic knowledge of construction systems and details.
- Basic knowledge of civil, structural, mechanical, electrical engineering systems.
- Exhibit strong time and project organizational skills
- Ability to comprehend and interpret, building and zoning codes.
- Excellent analytical and research skills.
- Proficiency in Microsoft Office Suite applications (Word, Excel, PowerPoint)
- Proficiency in Familiar with AutoCad and/or Revit.
- Proficiency in graphic design software (e.g. Adobe Illustrator, Photoshop, InDesign).
- Proficiency with Sketch-up.
- Strong writing, specifically technical writing, and communication skills will be critical for successful candidates.
- Strong interpersonal skills and ability to participate and lead group discussions.
- Ability to understand priorities, possess good time management, and manage multiple tasks and schedules
- Exemplary work ethic and ability to work independently.

#### **COVID-19 Precautions**

All team members must be vaccinated. All team members and guests must wear masks while indoors and around others. Team members are spaced apart, and enhanced circulation is in place. Working from Home is allowed in cases of exposure or illness.

#### **SALARY & BENEFITS**

Competitive salary based on experience. Benefits include a matching 401(k) plan, health care and dental plan, and vacation time.

#### **How to Apply**

1. Provide a cover letter presenting your background (educational and professional) and a proposal describing why you would be a successful team member in the Duvall Decker office.
2. Provide a resume with two recommendation contacts (at least one from a former employer or supervisor).
3. Provide a portfolio containing at least three examples of work completed by the candidate.

**Send single PDF file with all items above, not exceeding 10MB to [Jobs@duvalldecker.com](mailto:Jobs@duvalldecker.com). Please put "ARCHITECTURAL ASSOCIATE" in the subject line. (Please no phone calls.)**

**Deadline**

Open until filled

**Equal Opportunity**

Duvall Decker is a woman-owned business that values the voices of diversity in the work. Duvall Decker and its companies provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, veteran status, sex, national origin, ancestry, pregnancy status, age, marital status, mental or physical disability, genetics, sexual orientation or any other characteristics protected by the law.