

# FRANK

ARCHITECTURE & INTERIORS

## Intermediate Architect– Job Description

### Description:

FRANK, unlike other traditional architecture firms, takes an integrated design approach. Architecture and Interior design are at the heart of the work we do. Being a small scale, boutique firm allows for our team of talented and passionate design professionals to strive to create timeless, engaging, and approachable design solutions within a collaborative open studio environment. Our expertise in projects ranges from commercial to residential with a strong focus on hospitality. We are particularly fond of restaurant, café and retail design as it gives us the opportunity to indulge in a research process and a level of detail that we undoubtedly love. Our portfolio includes project work that stretches across Canada and into the US.

We are seeking an **Intermediate Architect** with a strong hospitality background to manage the administration, production, and execution of projects and deliver unique design solutions. We are looking for those who thrive in a fast-paced work environment motivated by teamwork and creativity.

As an Intermediate Architect, you will:

- Develop and execute appropriate design solutions for projects with a deep understanding of building, zoning, energy codes, construction standards and other code / regulatory requirements
- Actively produce on projects through all design phases, playing an integral role in the concept development and construction documents
- Actively lead design presentations to clients as required and effectively communicate vision, programming, and details
- Champion a high level of design quality with a keen understanding of the firm's design philosophy
- Mentor junior staff
- Lead communication with contractors during construction
- Actively collaborate with the Partners, Associates and Senior Team on project direction
- Be willing to travel occasionally out of Calgary / overnight for project work

### Qualifications and Skills:

Required skills and expertise:

- University Degree in Architecture from a Canadian institution
- Recently registered as an Architect or actively pursuing registration
- 5-8 years of experience with an advanced hospitality portfolio
- Well-rounded, strategic thinker with an integrated approach to design, management and technical project resolution with an ability to understand the big idea, as well as the tiny details
- Demonstrated project management and leadership skills
- Highly organized, work well in a fast-paced environment with multiple projects and diverse project typologies
- Strong working knowledge of AutoCAD, SketchUp, Bluebeam, Microsoft Office & Adobe Creative Suite
- Strong communication and presentation skills (written and oral)
- Confident, efficient, and collaborative with the ability to engage with different personality types
- Class 5 Drivers License

### Contact Information:

All interested applicants should be prepared to provide a portfolio of their work and professional references and should be able to start two weeks from acceptance of offer of employment.

We will provide a competitive salary, health benefits and continuing education opportunities.

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Please email your resume, cover letter and salary expectations to [careers@frankarchitecture.ca](mailto:careers@frankarchitecture.ca). Include your name and the position, Intermediate Architect, in the subject of your email. Only candidates offering appropriate project-based credentials will be contacted, although we thank any interested parties for their submissions.