

# **Duvall Decker Architects P.A.**

Architecture . Planning . Interiors      (design)

Duvall Decker is an expanded 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 staff contribute to every project in the office whether led by themselves or others. Every project is a collaborative effort and a learning experience. All of us are teachers and students.

Duvall Decker is a recognized design and planning leader in the region dedicated to advancing public health and environmental quality. Since 2006 the firm's work has received 32 state, regional and national awards for design excellence. The firm's work includes community planning, k-12 schools, state institutions, university and college buildings, and affordable housing.

## **Job Description**

### **ARCHITECTURAL ASSOCIATE**

**Duvall Decker** is seeking a highly organized architectural associate 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.