

## **Architectural Internship**

**SUMMARY:** Responsibilities include project planning, budgeting, scheduling, and developing drawings and specifications for concept through final design. This position also assists in construction administration, including: Submittals, RFI's, Change Orders, Site Observation and LEED Documentation. Strong communication skills, ability to lead design projects with minimal guidance. The chosen individual would be able to design an addition to the floor plan, enhanced use of space, and bring LEED certification to the NMB Library as part of their professional portfolio.

### **ESSENTIAL FUNCTIONS:**

- Works closely with the Library design leadership to generate design alternatives
- Work closely with team to communicate project needs
- Assists with all phases of design for concepts through construction document preparation
- Revises drawings and renderings
- Conducts research for the project team
- Produces graphic presentations and builds study models
- Performs calculations and basic analytical tasks
- Organizes files, materials and displays

### **REQUIREMENTS:**

- Specific desire to obtain experience with Commercial and Educational projects
- High level proficiency with AutoCAD, MS Office, and Revit
- LEED Accreditation knowledge
- Excellent communication skills both written and verbal
- Senior or graduate status, pursuing a degree in Architecture
- This is an unpaid internship that may be taken for college credit, check with your school's academic advisor