**Design Associate**

[Vincent Greene Architects](https://vgarchitect.com/), a small design studio based in Baltimore, Maryland, is currently seeking a highly motivated entry-level Design Associate to join our team. Working under the direct supervision of our Project Managers, the Design Associate will assist staff in the design, production, and execution of all phases of the architectural process. This role is a unique opportunity to receive training and gain experience in every aspect of residential design. This is a full-time, in-house position at our office located on the campus of the historic Rotunda in Hampden.

**Minimum Qualifications**

* Recent graduate of an accredited architectural degree program and/or have 2+ years of experience in residential architecture or a related field
* Experience designing and drafting using both 2D and 3D CAD platforms is a must; Vectorworks on Mac is preferred, but proficiency with similar software will be considered
* Ability to work as part of a team in a collaborative work environment as well as independently with minimal supervision, often under tight deadlines
* Exemplary oral and written communication skills, including the ability to interact with clients, contractors, and vendors
* Ability to solve problems and exercise good judgment
* Strong attention to detail
* Willingness to learn and receptive to feedback

**Duties and Responsibilities**

* Create schematic design and 3D models with input from clients and staff
* Assist in the preparation of construction documents
* Participate in construction administration
* Perform other duties as assigned

**About Vincent Greene Architects**

With a focus on distinctive custom residences, Vincent Greene Architects has built a diverse portfolio of work throughout the Chesapeake Bay region, ranging from new waterfront estates to historically sensitive additions and renovations. Our time-tested approach to design is based on the belief that each project is a reflection of the client for whom it is designed. We listen carefully and take pride in our ability to balance each client’s needs with the challenges of the site, environmental restrictions, and budget.

We offer a competitive salary and benefits such as health insurance, 401(k) retirement, paid holidays and flex leave, continuing education, and professional development and volunteer opportunities. If you would like to be part of our team, please send a cover letter, resume, and samples of your work to Phil Weber at [phil@vgarchitect.com](mailto:phil@vgarchitect.com).