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MEMBER SPOTLIGHT
STANTON SOUTHWICK, ASLA

I am a member of AIA because of the association I enjoy with the architectural community in Southern Nevada. I have been able to make new contacts and renew old acquaintances by participating in the many sponsored events each year. I have also gained knowledge and insight from several of the special speakers that AIA has brought to our area. I look forward to continuing my association with the AIA community for years to come.

I am a landscape architect and owner of Southwick Landscape Architects. I enjoy designing inviting spaces for people to enjoy. I have been a Southern Nevada resident for 30 years and have fallen in love with the Mojave Desert and its diverse and unique culture, society and environment. Outside of work I like to hike, bike and golf. I don’t get out on the golf course as often as I would like, but you will find me riding a portion of the River Mountains Loop Trail before sunup several mornings each week.

What is the most important thing you’ve learned? The people, whether client, end user or employee are the most important element of any design.

Where will you be in 20 years? I’ll be golfing a lot more... somewhere close to the assisted living facility.

What person, living or dead, would you most like to talk with? Noah… I’m sure he’d have a lot to talk about.

What do you believe needs to be the next area of innovation in our profession? One click design... our clients already think that’s how it works.
AIA Las Vegas
President’s Message
Brett K. Ewing, AIA

We have now officially launched into our 60th Anniversary celebration... here we go!

This part of the year always has amazed me... I can’t wait for the Holidays to go away and then a couple days later it is February – how does that happen???

However this year is an exception – we held our 1st meeting at Caesars Palace to kick-off our 60th Anniversary. Our chapter was formed in 1956 and we started the year by outlining the 1st quarter from 1956 to 1971. In 1956 the valley’s population was a mere 26,000. Today our population is 2.2 Million and one of the main reasons the population of Las Vegas has exploded is because of gaming and the growth of the Las Vegas Strip.

How fitting is it that this year is also Caesars Palace’s 50th Anniversary!

It was a special meeting with Gary Selesner of Caesars kicking off our celebration. He gave a memorable speech recapping the history of Caesars, starting with Jay Sarno’s vision of creating a resort that provided customers with world-class service 50 years ago. Today, behind Gary’s leadership, Caesars has maintained their brand position and continue to be a market leader. The most impressive item to me that it opened as “Caesars Palace” in August 1966 and today 50 years later it is still “Caesars Palace”, one of the most recognized resorts in the World!

David Schwartz (Director of Gaming Research – UNLV) finished our presentation with a compelling history of Gaming and what was going on in the Business Community from 1956 – 1971. David will continue to be a resource as we move through our 60 years.

Thank you for all who attended! – the turnout was one of the largest we have experienced in the last several years! Thank You!

Our membership is rebounding and I want to thank each and every one of you for your efforts in shoring up our chapter!

Our February meeting will be a roundtable featuring some of our key Architects from the 50’s and 60’s. They will share their practice trade secrets and what it was like before “color” was invented... See you there!

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It’s time to renew your AIA Membership, and all renewals are due by January 31, 2016. To renew, you can make your payment by going to www.aia.org and select “Renew Membership” at the top of the page. If you’d like to pay your dues in installments, that can easily be arranged by selecting the “Dues Installment Program” located on the bottom of the page. You can arrange to pay your dues in monthly installments between now and June 30, 2016 – and that will keep your membership active. Those who have not renewed their memberships by January 31, 2016 will become “inactive” and will not be eligible for member benefits.

Don’t let that happen to you.
Go ahead and renew your membership today!

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As members of the AIA we recognize the importance of supporting each other in our shared endeavors. At the local and state level, the influence of our collective chapter members can have immediate impacts on the decisions made by our lawmakers. However, at the national level, the strength of our voice is backed by the more than 86,000 members of the AIA.

Issues which our profession supports such as sustainable design, historic preservation, small firm taxation and infrastructure demand to be championed by those elected officials who support our interests. In order to support their efforts, contributions to the ArchiPAC help to ensure that Architects are engaged in issues which impact our profession and that we have a voice in shaping the political landscape.

Your support will allow the ArchiPAC to support the politicians that fight for our interests. Please commit to furthering our cause by making a contribution at www.archipac.org.
FEBRUARY MEMBER MEETING
“1956 - 1971 THE WAY WE WERE”

The February Member Meeting will continue our 60th Anniversary Celebration as we take a historic look at the first 15 years of AIA Las Vegas and those who were practicing architecture here in the valley.

In 1956 Las Vegas was an exciting and growing city with a population of around 26,000 plus some 8 million visitors each year. Hotels on the Strip included the Desert Inn, the Sands, Dunes, New Frontier, Sahara, Hacienda, Stardust and Tropicana. Just a few years before the architects of Nevada had succeeded in establishing the State Board of Architecture, and many were in the process of getting licensed and setting up their firms. The two biggest firms were Zick & Sharp, and Jack Miller Associates. The young “turks” were entering practice and running the AIA were George Tate, Leo Borns, Bob Fielden, David Welles and Gary Guy Wilson and a handful of other maverick type architects who were building our city.

Join us as some of our most senior and experienced architects take us back to those years...before computers, before the internet, before cell phones and ipads...before CAD and Revit....to the days when all drawings were done by hand. Learn more about what Las Vegas looked like then, what was happening on the Strip, who were the practicing architects, what firms were established, what projects were underway.

This will be an exciting discussion of an important era.

Our panelists include George Tate, AIA Emeritus, Leo Borns, AIA Emeritus, Dr. Robert Fielden, FAIA, David Welles, AIA Emeritus and Gary Guy Wilson, AIA.

Make your plans to join us on Wednesday, February 17, 2016, 5:30PM in the auditorium of the Historic Fifth Street School.

No charge for AIA or AIAS members. $30.00 for guests. RSVP’s required.

Click here to RSVP

This meeting is sponsored by
Risha Engineering
and our
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Aria Landscape Architecture and Polar Shades, Inc.

WHAT DO YOU HAVE TO SAY?

The AIA FORUM is your newsletter.

It is provided as a member benefit and to help you stay informed on Chapter happenings, meetings, ideas and activities. We invite your participation in the form of articles and editorials.

If you have information you’d like to share or if you’d like to comment on an article, or provide new information or a point of view, please let us know via email to Randy Lavigne, Hon. AIA Executive Director, AIA Nevada/AIA Las Vegas rlavigne@aianevada.org

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MARCH MEMBER MEETING
“1956 - 1971 - MID CENTURY MODERN ARCHITECTURE WITH ALAN HESS”

AIA Las Vegas will partner with the UNLV Special Collections Department at the Lied Library to present renowned architecture critic, Alan Hess, an acknowledged expert on Mid Century Modern and Googie Architecture, and an exhibit of the midcentury modern architecture of Las Vegas. Alan Hess has written numerous books and articles on the architecture of the fifties, sixties and seventies and is an champion for preserving this modern architecture form.

Las Vegas exemplifies the midcentury modern style that is evident in the communities that were built during the mid-fifties to mid-seventies era. At that time the popularity of the city as a tourist destination was growing, hotels and casinos were being built and expanded, the workforce was increasing, the city needed homes for all the new residents. Midcentury style homes with the open ranch-style floor plans, post and beam construction on concrete slabs, clerestory windows and an uninterrupted blending of indoor and outdoor spaces can be found throughout Las Vegas including Glen Heather, McNeil Estates and Paradise Palms.

Join us on Wednesday, March 16th, at 5:30PM at the Lied Library on the UNLV Campus to celebrate another special AIA 60th Anniversary event. NO charge for AIA or AIAS members. $30.00 for guests. RSVP’s required.

Click here to RSVP

This meeting is sponsored by our 2016 Gold Sponsor
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PRINCIPAL OF LAS VEGAS ARCHITECTURE FIRM APPOINTED TO NATIONAL BOARD OF ACADEMY OF ARCHITECTURE FOR HEALTH

Larry Staples, AIA, President of IN2IT Architecture, has been appointed to the National Board of the AIA Academy of Architecture for Health (AAH). With the shift in healthcare and the city of Las Vegas becoming a more influential player in the industry, the appointment gives the state of Nevada a direct platform and voice in the evolving healthcare architecture industry.

In his role, Mr. Staples will oversee several committees on major regional, national and international initiatives focusing on healthcare planning, design and construction. In addition, he will lead regional knowledge community committees and partnership development with national institutions such as the American Society for Healthcare Engineering (ASHE).

“I’m honored to represent Las Vegas and the state of Nevada in this capacity,” said Mr. Staples. “As we head into 2016, I look forward to exciting healthcare growth opportunities both within the Las Vegas community and in communities throughout the nation. It’s inspiring to know that we can impact the potential of saving lives through architectural design.”

The appointment comes as the Academy of Architecture for Health prepares to celebrate its 70th anniversary in 2016. For more information, please visit www.in2itarchitecture.com.

WELCOME NEW MEMBERS!

ARCHITECT
Domenic Cristofano, AIA
Gensler

Brian Fink, AIA (rejoin)
Klai Juba Wald Architects

Glenn Nowak, AIA (Upgrade)
UNLV School of Architecture

Jerry Vargas, AIA (Upgrade)
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LET’S GROW OUR CHAPTER!

We’re betting that you know at least one person in the industry – whether it’s an Architect, Intern, Architecture student, consultant, engineer, contractor, interior designer, landscape architect, manufacturer, supplier or product representative who would benefit from AIA membership. All you have to do is encourage them to join AIA Las Vegas…and when they do… we’ll give you $50.00!

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You help your Chapter, your profession and yourself at the same time…

And you get $50.00 bucks!

This special deal is good from now through March 31, 2016.

Application forms are available on the AIA Las Vegas website (Join).
Download the forms and write your name in the Upper Right Hand Corner of each application.

When we receive the member application (with your name on it) we’ll process your friend’s membership immediately and send you $50.00.
(get two, that’s $100... three, $150... TEN, $500)

It’s that easy!

CLICK HERE FOR APPLICATIONS

PLEASE NOTE THAT YOUR MEMBERSHIP FOR 2016 MUST BE PAID IN FULL BEFORE YOU WILL RECEIVE YOUR $50.00
WE WANT YOUR HAIR... OR YOUR CASH OR BOTH!!

Don’t forget that it’s almost time for some serious head-shaving (and fund raising) for a good cause.

The Las Vegas St. Baldrick’s Event is happening on Saturday, March 5th at McMullan’s Irish Pub located at 4650 W. Tropicana Ave. Our Shave Time is TBA.

Everyone is invited to attend... or better yet, PARTICIPATE!!

Shave that head or Open that wallet! Either way, WE NEED YOU!!

Over the last four years, the “Bald By Design” heros raised over $250,000 to fight childhood cancers. Wouldn’t you like to be a hero too? We are looking for volunteers for the “Bald By Design” Team.

If you are interested in being involved, please contact Kelly Lavigne at klavigne@aianevada.org.

If you can’t participate by shaving, please consider supporting the Bald By Design Team and donating what you can spare. Every little bit helps! Then, make sure to mark you calendars and come on out for some hair-raising fun at McMullan’s on March 5th!

Click here to donate to or join the Bald By Design Team

BEING “BALD BY DESIGN” IS TEMPORARY. IT’S JUST HAIR. IT GROWS BACK. BUT A CURE IS FOREVER!

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CONVENE FOR GREEN PRESENTED BY GREEN CHIPS

Save the date for March 3, 2016! Convene for Green is a high-level regional discussion around developing goals and ideas, as well as promoting the important economic, social, and environmental successes of the Southern Nevada region and identifying key challenges for the coming year that can be tackled head-on via uniquely innovative partnerships and community engagement.

Now in its eighth year, this annual sustainability discussion convenes an impressive roster of prestigious leaders from the public, private, non-profit and academic sectors. Convene for Green strives to provide an inside look into the unique challenges our region faces in the multi-faceted sectors of sustainability while promoting our greatest success to both residents and visitors.

The AIA is a supporter of this event and encourages everyone to attend. For more information and tickets, please visit: http://greenchips.org/convene-green/

Supporting Sustainable Design Series

Join us for a quarterly lecture series focused on sustainable rating systems and programs that support sustainable design and construction projects from infrastructure to healthcare. The first lecture will be held on March 24 at 7:30am and will feature the Envision Rating System, developed by the Institute for Sustainable Infrastructure and the Zofnass Program for Sustainable Infrastructure at Harvard University Graduate School for Design. Envision provides a sustainable framework for evaluating and rating all types and sizes of infrastructure projects. Go to http://aialasvegas.org to register for this program. Sponsorships are still available – contact Kelly at AIA for more information. klavigne@aianevada.org

Committee News

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Want to get involved?
There’s no better way than to join an AIA Committee.

43rd Annual AIA LV Golf Tournament
Chair: John Sawdon, AIA
We need your help in securing teams and sponsors, door prizes, and execution on the day of the event. Monday, June 6th – on TPC’s PRIVATE COURSE! To join the committee contact rlavigne@aianevada.org

2017 Western Mountain Region Conference
Chair: Jennifer Turchin, AIA
We need your help in determining the theme, speakers, programs, tours and events. The planning starts now and the execution of the fabulous event in the fall of 2017. To join the committee contact rlavigne@aianevada.org
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**No RSVP Required**

Parking on the North and South of the building (Maryland Pkwy. and Tropicana)

for more information, contact Eric Strain, AIA at eric@assemblagestudio.com

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**Feb 10** – Evening Juries 5:30PM at the upstairs studio at UNLV SOA

**Feb 17** – “Slide Slam” Presentation 5:30PM at the SOA

**Feb 24** – Evening Juries 5:30PM at the upstairs studio at UNLV SOA

**Feb 29** – Klai Juba Wald Lecture Series – Will Bruder

® The UNLV SOA Library 6PM Lecture, Reception to follow in the Upstairs Gallery

**March 3** – “Preview Thursday,” Brett Wesley Gallery Exhibition Opening

**March 4** – “First Friday,” Brett Wesley Gallery Opening

**March 9** – Evening Juries 5:30PM at the upstairs studio at UNLV SOA

**March 14** – Klai Juba Wald Lecture Series – Paul Yaggie

® The UNLV SOA Library 6PM Lecture, Reception to follow in the Upstairs Gallery

**March 16** – Lecture by Alan Hess sponsored by AIA Las Vegas, Location to be determined

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**April 1** – Art, Architecture and Design Month Kick-Off – AIA Las Vegas

**April 6** – Evening Juries 5:30PM at the upstairs studio at UNLV SOA

**April 18** – Rob Paulus, Presentation 5:30PM at the SOA Auditorium

**April 20** – AIA Las Vegas High Design Awards

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**SUPPORT AIA ALLIED MEMBERS**

Allied Members are committed to the architects and design professionals of Nevada and they show it by supporting the AIA through advertising, sponsorships and service on committees.

**SUPPORT OUR AIA ALLIED MEMBERS**

and keep our Chapters strong.
“Long after Las Vegas’ influence as a gambling heaven has gone, Las Vegas’ forms and symbols will be influencing American life. That fantastic skyline! Las Vegas’ neon sculpture, its fantastic fifteen-story-high display signs, parabolas, boomerangs, rhomboids, trapezoids, and all the rest of it, are already the staple design of the American landscape outside the oldest parts of the oldest cities. They are all over every suburb, every subdivision, every highway . . . they are the new landmarks of America, the new guide posts, the new way Americans get their bearings.”

Tom Wolfe, The Kandy-Kolored Tangerine-Flake Streamline Baby

We believe a careful documentation and analysis of its physical form is as important to architects and urbanists today as were the studies of medieval Europe and ancient Rome and Greece to earlier generations. Such a study will help to define a new type of urban form emerging in America and Europe, radically different from that we have known; one that we have been ill-equipped to deal with and that, from ignorance, we define today as urban sprawl.

Robert Venturi, Denise Scott Brown, Steven Izenour, Learning from Las Vegas, 1972

The UNLV Libraries Special Collections Division preserves collections that document the history of Las Vegas’s built environment. Included are the architectural collections of Martin Stern, Jr., Homer Rissman, and James B. McDaniel and others; real estate and housing brochures since the post-war boom; aerial and construction photographs; street maps and subdivision plats; real estate appraisals and urban planning documents from the city and county; and much more. This variety of documentation converge and overlap to tell a fascinating story of how Las Vegas came to be what it is and how it came to look the way it does. We have presented some of this history online in Dreaming the Skyline: Las Vegas Architecture and the New Urban Space at digital.library.unlv.edu/skyline.

To make sure that future researchers can study the unique growth and development of Las Vegas, we seek donations of unique, historical materials that will provide first-hand evidence about urban planning, real estate development, and architectural design and construction in Southern Nevada. We are particularly interested in personal, organizational, or corporate archives that contain information about planning, land use, transportation, architecture, the building industry, environmental impacts, neighborhoods, and local businesses. We seek to build a history, not only of prominent individuals, but also of the businesses, firms, and the professional communities in which the various professionals, craftsmen and trades contributed over the years to creating this truly special place.

Contact Peter Michel (peter.michel@unlv.edu) to learn more about the kinds of material we are seeking, what happens during and after a donation, and how we organize and make accessible archival records. See also www.library.unlv.edu/speccol.
AIA LAS VEGAS CONTINUING EDUCATION LUNCHEON SCHEDULE

AIA Las Vegas continues to provide Continuing Education Luncheons without charge as a benefit of membership, however, there is a charge of $20.00 for non-members. All (including members) who wish to attend an AIA Continuing Education Luncheon MUST RSVP prior to the luncheon.

If you are interested in providing or hosting an AIA Las Vegas Continuing Education Luncheon, click HERE for more information.

2016 Continuing Education Opportunities are as follows:

Thursday, February 11th, 2016
Hosted by Dean Moilanen of Noble Company
1 CE/HSW
CLICK HERE TO RSVP

Thursday, March 10, 2016 - OPEN

Thursday, March 24, 2016 - COTE CE

Thursday, April 14, 2016 - OPEN

Thursday, April 28, 2016 - OPEN

Thursday, May 12, 2016 - OPEN

Thursday, May 26, 2016 - AIA NV / NSBAIDRD

Thursday, June 9, 2016 - OPEN

Thursday, June 23, 2016 - COTE CE

Thursday, September 8, 2016 - OPEN

Thursday, September 22, 2016 - COTE CE

Wednesday, October 19, 2016 - AIA LV PRODUCT SHOW

Thursday, November 10, 2016 - OPEN

Thursday, December 1, 2016 - AIA NV / NSBAIDRD

Thursday, December 8, 2016 - COTE CE

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“Success with Building Energy Codes”
Building Science Workshop
Wednesday, February 10, 2016
11:30 am-3:30 pm
Southern Nevada Homebuilders Association (SNHBA) Conference Room
4175 S. Riley Street, Suite 100, Las Vegas, NV

Lunch provided courtesy of the Nevada Governor’s Office of Energy

Benefits for building code officials:
✓ How building departments can perform energy code inspections more efficiently
✓ Learn about the economic benefits of building energy codes and how to build support from policymakers for the vital work of code officials and building departments
✓ A FREE “Success with 2012 IECC For Nevada” guide for building code officials (approximate $40 value!) courtesy of NV Energy and Southwest Gas

Benefits for builders and architects:
✓ A FREE “Success with 2012 IECC For Nevada” guide for the building industry (approximate $40 value!) courtesy of NV Energy and Southwest Gas
✓ A better understanding of the International Energy Conservation Code (IECC) and the difference between the 2009 IECC and 2012 IECC
✓ Insight into the top 10 inspection and plan review points for a 2012 IECC compliant house that saves consumers energy and money
✓ What architects need to include on plans to expedite the plan review
✓ Provide subcontractors a better idea of changes in construction/installation practices

Featured building science presenter: Mark Lera
Certified Instructor/Proctor for the Building Performance Institute (BPI)

*Continuing Education Units (CEU’s) may be available for organizations accepting self-reporting.

Space is limited to 50 attendees!
Please RSVP by February 5, 2016 to Tom Polikalas of SWEEP at (775) 386-7411/tpolikalas@swenergy.org.

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IN2IT Architecture is looking to expand our family! Here, a small group of like-minded architecture enthusiasts strives to innovatively combine our diverse passions and experience to help our clients create great projects. With a strong focus on design technology and client service, our team pushes the boundaries of BIM and intelligent modeling and is looking for like-minded people to join our team. Enjoy all aspects of the trade? Not afraid to do something different or learn something new every day? Our small yet adaptable team employs a versatile skillset allowing anyone to jump in wherever needed. An intuitive, self-starting, job captain with around 3-5 years’ experience, with a can-do (or will-learn) attitude would be the perfect fit for our little band of misfits. Visit our website for more about us. Contact us to share more about you. http://www.in2itarchitecture.com/contact

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Immediate position available for architectural designer with 1-4 years of experience. Join new company with great location and wide range of work. High end residential experience is a plus. 3D digital model building, physical model-making and graphic design skills are required. Rhino / Grasshopper experience is preferred. Flexible hours are possible. Great studio environment in downtown / Arts District. Projects spanning high-end residential and hospitality / commercial. REQUIREMENTS: Resume and portfolio examples
CONTACT: Brett Robillard, AIA brett@atlas-lv.com
ATLAS Design LLC * 1017 South First Street, Suite 185 * LV, NV. 89101

PROJECT COORDINATOR
“Our ideal candidate is driven, organized, detailed, but loves to work with people!” If this is you, get over here! What you should have:
• 3+ years Architecture, Engineering, and/or Construction industry experience.
• Extensive Microsoft Office knowledge and skills.
  a. Proficiency in Microsoft Excel is a MUST.
  b. Proficiency in Microsoft Publisher.
• Knowledge of Adobe PageMaker.
• Deltek Vision knowledge a plus, but not required.
• Ability to perform minor accounting tasks, i.e. invoicing, collections, consultant accounts, etc.
• Problem solving ability critical.
• Well-developed interpersonal and communication skills. “Works well with others!”
• Ability to follow detailed, time sensitive processes from cradle to grave.
• Ability to prioritize and perform work with minimal supervision.

What you will do:
• Support Director of Sales and the Business Development team.
• Use template to prepare proposal and contract documents in Microsoft Excel.
• Prepare consultant contracts.
• Manage consultant invoices and accounts.
• Oversee project invoicing and A/R.
• Follow detailed procedures to process contracts/projects.
• Ensure company procedures are implemented and followed by design teams.
• Prepare weekly status reports.
• Maintain prospect/client database in Deltek Vision.

What you will need:
• Associate’s Degree or higher required.

What you will be paid:
• $25/hour (DOE)

If this is you, what are you waiting on? Email your submittal to hr@psmionline.com. Include the phrase “Project Coordinator Opportunity” in the subject line of all correspondence. In addition, include potential start date and compensation requirements – this information is required in order to process your submittal. (All responses will be held in the strictest confidence).

ARE STUDY MATERIALS AVAILABLE IN AIA OFFICE
A complete set of the Kaplan Architectural Examination Study Guide is available in the AIA Las Vegas office. These materials are available for use in the AIA office and can be reserved by emailing klavigne@aiane-vada.org

“Excellence”... On Time, On Budget, On Purpose!
Perlman Architects, LLC, located in Downtown Las Vegas is looking for the following:

**SENIOR PROJECT MANAGER**
Candidates must meet the following criteria:
- Min 15 years of professional experience in Residential and/or Retail projects
- Healthcare experience is a plus
- Must have the ability to translate the Client’s program into beautiful, functional buildings.
- Must have excellent interpersonal verbal and writing skills
- Able to lead and coordinate all design team members, consultants, contractors and building officials.
- Able to produce award winning projects on time, and on budget
- Must be well organized and detail oriented.
- Proficiency in AutoCAD and/or REVIT is a plus.

**ARCHITECTURAL DESIGNER**
Candidates must meet the following criteria:
- Minimum 10 years of professional experience design-ing Single-Family Homes and Multi-Family Communi-ties in a variety of Architectural styles
- Healthcare and Retail experience is a plus
- Excellent communication skills required
- Portfolio should show highly creative, functional work and cutting edge design.
- Excellent graphic and presentation skills
- Perspec-tive Rendering is a plus
- Proficiency in AutoCAD, SketchUp, REVIT and/or Adobe is a plus
- Well organized, good team member

**QUALITY CONTROL MANAGER**
Candidates must meet the following criteria:
- Min 15 years of recent professional experience in Re-tail and Residential is required.
- Restaurant and Healthcare experience is a plus.
- Must be able to coordinate architecture and all engineering disciplines
- Extensive CA experience is a plus
- Excellent interpersonal verbal, writing and graphic communication skills.
- Well organized, responsive, good team worker
- Proficiency in AutoCAD is a plus
- Must be licensed and a Building Code expert.

**RESIDENTIAL DRAFTER**
Candidates must meet the following criteria:
- Min ten years of recent professional experience in Single and Multi-Family Residential
- Detail oriented and able to produce an accurate and complete set of documents
- Healthcare and Commercial experience is a plus
- Excellent interpersonal verbal, writing and graphic communication skills
- Well organized, good team worker
- Must be proficient in both REVIT and AutoCadd
- Proficiency in SketchUp and/or Adobe Creative Suite is a plus.

Please forward resumes and portfolios to hp@perlmanarchitects.com
Selected candidates will be invited for an interview.

**ROLE of the POSITION**
This position operates under the direct supervision of the Director of Construction and works in collaboration with UNLV Planning and Construction staff to offer support for design and construction projects. Work assignments for the Assistant Project Manager may be provided by the Director of Construction and/or the Director of Planning and Design, and may be made in consultation with project management staff. The Assistant Project Manager will provide services as requested by staff during the program, design, procurement, construction, FF&E delivery/installation and closeout phases of the University capital improvement program and University-funded projects. These services include site documentation, drafting, graphics work, assisting with job walks, taking meeting minutes, drawing review comment compilation, document filing, and monitoring the Annual Permit files for completeness, among other tasks and other duties as assigned. One major focus of the position is maintaining, updating, and verifying background floor plans for owned and leased University properties working in conjunction with other university departments (i.e. Real Estate, Space Management, Research Office, other departments). This position also, at the determination of the Director of Construction (with any necessary consultation with the Director of Planning and Design), manages and coordinates the processes for small or limited scope campus projects, assuring consultant and contractor compliance with project plans, specifications, UNLV standards, policies and procedures, established industry construction standards, project schedules and budgets. Other duties may be assigned to the Assistant Project Manager as necessary to support the Planning and Construction. Incumbent must be a self-motivated person with a strong desire and ability to work with and support a team; good organizational and time management skills; good verbal and written communication skills and the ability to generally communicate effectively. Having a productive and service-oriented attitude and approach to work assignments and working with others. Incumbents must also be able to generally establish and maintain cooperative working relationships, and have the ability to perform their duties under challenging conditions at times.

**QUALIFICATIONS**
This position requires an Associates degree from a regionally accredited college or university and Qualified applicants must be able to read and understand design and construction documents; have a minimum of intermediate proficiency in AutoCAD or related drafting software; have proficiency in Microsoft Word, Excel and PowerPoint; have a minimum of intermediate proficiency with graphic software (i.e. Adobe Photoshop, Illustrator, other graphic software common to the design and construction industry);

**Highly Desirable:** Experience with Autodesk Revit and Microsoft Project; previous working experience in the architecture, Engineering, or construction fields.

**SALARY RANGE**
Salary competitive with those at similarly situated institutions. Position is contingent upon funding.

**APPLICATION DETAILS**
Submit a letter of interest, a detailed resume listing qualifications and experience, and the names, addresses, and telephone numbers of at least three professional references who may be contacted. Applicants should fully describe their qualifications and experience, with specific reference to each of the minimum and preferred qualifications because this is the information on which the initial review of materials will be based.