Designer and Production Intern positions are available. Will consider candidates in Nevada, Las Vegas/Henderson, Reno/Sparks (Must be able to commute to Las Vegas)

Sparkflight Studios is an award-winning, woman-owned firm, based in Henderson and established in Nevada for more than years. We are focused on integrating sustainable practices into civic, commercial, multi-family residential, and public art projects. We are a fast-paced, small architecture and design studio looking for a budding design professional. Strong interpersonal and client service skills are a must. The ideal candidate will be well-rounded, hands-on, collaborative, organized, have pride in executing excellent work, be comfortable exercising initiative, and have interests in art, constructability, and sustainable design. Sparkflight Studios a culture that optimizes financial performance, ethical practice, social contribution, and environmental impact.

Non-exempt position. Pay commensurate with experience.

Interested candidates forward resume and salary requirements to alexish@3-peak.com for consideration; Subject: Sparkflight Position Opening <Your Name>. No direct calls please.

Job Description: Designer (Production Intern)
Designers can participate and contribute to project administration and limited design activities under the direct supervision of a Principal, Project Manager, Project Architect, Interior Designer, Specification Writer or Clerical Staff as needed. Typical functions include the following:
- General office administration including record keeping, filing and library organization, mail and supply errands, and printing management.
- Project Administration including general coordination, meeting minute preparation or updates, field report preparation or updates, coordination and preparation of base feasibility reports, distribution of consultant and client communications, and conducting client meetings.
- Design including consultant coordination, product research, outline specification preparation, As-built preparation, presentation preparation, design development and construction document preparation, code review and supervised design.
- Level of independence calibrated to experience

Educational Level and Minimum Requirements:
- 2+ years FTE experience in a professional setting is a must
- Graduated from an Architecture/Environmental Design program and pursuing licensure
- Excellent verbal and written communication skills
- Freehand sketching skills
- Proficient in Adobe Suite and Microsoft Office suite
- 2+ years FTE of CAD, BIM and/or SketchUp experience
- Experience with Graphisoft ARCHICAD is preferred; will train
- Understanding of basic construction and engineering systems
- Understanding of project management and delivery fundamentals
- Project management experience is a plus
- Bilingual is a plus

Certification Requirements: None.

Benefits:
- Paid time off
- Health, vision, and dental
- Retirement matching
- Be treated as part of the family, not a number
- Grow with a developing architecture firm committed to sustainability and the arts