

Position ASSOCIATE	Full Time / Part Time / Temp FULL TIME, ON-SITE	Timeline ASAP
Send Applications to CAREERS@MNDPC.COM	Salary Range \$62,000 - \$74,000	

Job Description

ROLE SUMMARY

Associates participate in the development and execution of MN's various projects. Developing both design and technical solutions under the supervision of project leaders, Associates work independently, but have robust design, technical, and managerial infrastructure to support their efforts. Associates interact and collaborate with the project leaders to maintain MN's standard for quality of work.

RESPONSIBILITIES

- Collaborates and develops design options with project team members;
- Develops design layouts and features to present to the team;
- Undertakes research and documents specific technical and design aspects of a project;
- Participates in project meetings from Schematic Design through Construction Administration;
- Reviews shop drawings and attends site meetings;
- Executes project reports at every phase of the project;
- Assists with regulatory reviews and coordinate workflow with consultants;
- Based on Firm needs, additional responsibilities may be assigned from time to time.

WHAT YOU NEED TO SUCCEED

- Team-oriented; willing to participate where needed
- Strong organizational skills and detail-oriented
- Solid research and presentation skills
- Effective problem-solving
- Ability to prioritize multiple tasks in a fast-paced environment
- Good time management skills
- Motivated and energetic
- Demonstrates creativity and curiosity
- Excellent communication and interpersonal skills (energetic listener)
- Strong commitment to the mission and objectives of the Firm
- Regular reporting

REQUIREMENTS

- Bachelor of Architecture
- Proficiency in AutoCAD, Rhino, Google Docs and AdobeCS
- Basic understanding of construction means and methods, detailing, and documentation
- 0-3 years of experience in high-end residential and/or commercial projects

**MODELLUS NOVUS® THE WOOLWORTH BUILDING
233 BROADWAY, SUITE 2180 NEW YORK NY 10279
MNDPC.COM**

ABOUT MN

Modellus Novus is an architecture firm creating spaces that shape and define culture. Our New York City-based team is led by individuals united not only by our diverse backgrounds and perspectives but an optimistic commitment to designing spaces for the many.

MN seeks to redefine access to exceptional design. From the most public cultural institutions to private homes, our work prioritizes the experience of all users of a space. These excellent experiences are driven by precise, pragmatic and daring decisions – regardless of project size or type.

Diverse perspectives are pivotal to our work, and we partner with clients who share our belief that great design should not be elusive nor exclusive. For us, architecture is a collaborative effort between those who create and those who experience. We design for where those moments meet.

MN VALUES

The team. The team. The team. – We are diverse, empowered, aligned, together.

A brick is a brick. – Don't force things to be what they are not, let it be itself.

Get your hands dirty. – We are not afraid to do what it takes to get it done.

Take care. Give care. – Care about what you are working on, how you are working, and who you are working with.

Always composed. – Be calm and make it appear effortless.

This world is ours. – Working towards a shared future. Take care of this world.

No assholes. – None.

BENEFITS

Competitive local salary, based on experience, skill and ability. Participation in office benefits program, including:

- Healthcare plans, partially covered by MN
- Dental and Vision plans, fully covered by MN
- 401K
- Commuter benefits
- Annual bonuses
- Paid time off
- Summer Fridays
- Family paid leave
- Professional development
- Quarterly lunches with management
- Quarterly team updates
- Team interest groups
- Monthly and quarterly team events
- Annual team offsite retreat
- Growth trajectory for high performers
- Strict no asshole rule