

Position <b>ASSOCIATE II</b>	Salary Range <b>\$75,000 - \$86,000 ANNUALLY</b>
Location <b>NEW YORK, NY</b>	Employment Type <b>FULL-TIME / IN-PERSON</b>
How to Apply <b>SEND RESUME AND WORK SAMPLES TO: CAREERS@MNDPC.COM</b>	

## Job Description

### SUMMARY

Associate II participates in the development and execution of Firm's various projects. While developing both design and technical solutions under the supervision of project leaders, Associate II's also have the capacity to provide guidance to Associates and Associate I's, and/or manage smaller projects independently with a keen awareness of scope, schedule, budget, and bureaucratic processes. Associate II's interact and collaborate with the project leaders to maintain Firm's standard for quality of work.

### CAPABILITIES

- Supports colleagues by providing positive and relevant feedback during design development;
- Performs work independently; evaluates and solves problems as they arise;
- Able to take on unique assignments that require new or improved techniques;
- Responsible for meeting project goals and deliverables for every phase of the project;
- Capable of providing design and technical guidance to less experienced team members;
- Leads consultant coordination;
- Participates in client presentations;
- Responsible for review of shop drawings and submittals;
- Able to anticipate future issues and aware of consequences of design decisions;
- Manages local authority regulatory reviews with the guidance of project leaders;
- Stays informed of project schedule and budget in Firm's management software;
- Responsible for selecting finishes, fixtures, equipment and other components to be used on projects;
- Establishes and manages project specification database to be used for reference;
- Curates, organizes and maintains digital and physical material library and resources for the whole team;
- Maintains relationships with vendors, suppliers and manufacturers, and serves as a vital link between vendors and the Firm;
- Understands the Firm's business objectives for every project;
- Is able to absorb and implement the information presented in training targeted for Associate IIs;
- Participates in establishing Firm's Ways of Working;
- Participates in internal and external QA/QC;

### WHAT YOU NEED TO SUCCEED

- Skilled at framing problems and solutions
- Constantly re-enforces Firm's values and models a professional way of working
- Ability to work independently and effectively

### REQUIREMENTS

- Minimum 5 years of experience in high-end residential and/or commercial projects
- Complete understanding of Firm's Ways of Working
- Advanced understanding of Building Code for egress and capacity

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

## ABOUT MODELLUS NOVUS

Modellus Novus (MN) 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.

We actively believe that entry into—and longevity in—architecture must be accessible to all.

MN is committed to increasing access to the field of architecture to people from different backgrounds, perspectives and geographies. We pay fair wages, create a work environment and culture that prioritizes support through management, development and training, and are open to candidates who do not have the classic architecture background or come from the same handful of noted architecture schools.

We care deeply about our team. They are not overworked, underpaid nor underappreciated. We commit to a business model and ethics that are fair, laying the groundwork to address economic parity and quality of life.

We have no unpaid or underpaid positions—inclusive of interns brought in while still completing academic studies—and our pay scale calculator allows us to base all compensation on measurable and objective data to protect against pay discrimination based on gender, race, or other protected factors.

These commitments make for better client relationships, better teams and better work.

---

## BENEFITS

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

- Healthcare plan
- Dental and Vision plans
- 401(k)
- Commuter benefits
- Annual bonuses
- National and floating holidays time off
- Vacation and sick time off
- Remote work policy
- Summer Fridays
- Paid Family Leave
- Professional development and training
- ARE reimbursement
- 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