

Position <b>ASSOCIATE</b>	Salary Range <b>\$62,000 - \$74,000 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

The Associate participates in the development and execution of the Firm's various projects, with a focus on absorption of industry and firm standards. Developing both design and technical solutions under the supervision of project leaders, the Associate works independently but has robust design, technical, and managerial infrastructure to support their efforts. Associates interact and collaborate with the project leaders to maintain the Firm's standard for quality of work.

### CAPABILITIES

- Collaborates and develops design layout options and features with the guidance of project leaders;
- Observes consultant coordination;
- Prepares project documentation with the guidance of project leaders;
- Attends site visits and observes Construction Administration process;
- Assists in the review of shop drawings and submittals with the guidance of project leaders;
- Undertakes research and shares documentation with project leaders;
- Assists in the preparation of documents for local authority regulatory reviews with the guidance of project leaders;
- Orders and tracks physical samples;
- Researches and prepares options of precedents and context images;
- Researches, prepares options and documents selected finishes, fixtures, equipment and other project components;
- Participates in the maintenance of the material library with the guidance of Resourcer;
- Participates in project meetings from Schematic Design through Construction Administration;
- Is able to absorb and implement the information presented in training targeted for Associates;
- Participates in documentation of Firm standards;

### WHAT YOU NEED TO SUCCEED

- Team-oriented; willing to participate where needed
- Good time management skills
- Strong organizational skills and detail-oriented
- Demonstrates creativity, curiosity and is proactive
- Excellent communication and interpersonal skills
- Regular reporting and close, working relationships with senior colleagues
- Motivated and energetic
- Interest in learning about the mission and objectives of the Firm
- Humility
- Communication style awareness and refinement
- Energetic listener

### REQUIREMENTS

- Bachelor of Architecture
- No previous experience is required
- Awareness of construction means and methods, detailing, and documentation
- Proficiency in Revit, AutoCAD, Rhino, Google Suite, Adobe Creative Suite and Bluebeam

**MODELLUS NOVUS® THE WOOLWORTH BUILDING  
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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.

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## 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