



## INTERN ARCHITECT/ GRADUATE ARCHITECT

### Our Values

*As loyal Stewards we care about our profession and are committed to the communities where we work and live. Our culture fosters knowledge sharing, and we care about the experience while we do things worth doing. We are looking for a deliberate and hardworking Individual who would thrive working with a thorough and investigative collective of professionals. You are humbly confident, authentic, and genuine and care about learning and active listening.*

### SUMMARY

This person is highly motivated, has a strong sense of design and wants to learn about architecture and become a registered architect. They are a team player with strong communication, organization, and problem-solving skills. They will have graduated from a recognized University program with an M.Arch Degree and in the case of an Intern Architect will be a Registered Intern with the AAA or other provincial association or have the intent to become registered.

This person will assist the Project Architect and design team throughout all phases of project development to produce a high-quality product. This person will have general knowledge of architectural practice including report writing, producing presentation materials, site planning, civil, structural, mechanical, electrical engineering and construction costs. They will demonstrate practical knowledge of building materials, detailing, construction techniques, related engineering principles and building codes.

They will be responsible for completing tasks assigned to them including, developing project schedule, completing preliminary Building Code review, producing design drawings and assisting with the completion of construction drawings. They will be responsible to support the Project Architect in achieving design and technical excellence and working within a collaborative framework of the MTA practice.

### POSITION OVERVIEW

- Assist the Project Architect and design team throughout all phases of project development to produce a high-quality product.
- Responsible for completing tasks assigned to them including, developing project schedule, completing preliminary Building Code review, producing design drawings and assisting with the completion of construction drawings.
- Responsible to support the Project Architect in achieving design and technical excellence and working within a collaborative framework expressed through the 6 cornerstones of the MTA practice.
- Assists in the planning and execution for various phases of project delivery
- Assists in the coordination of consultants with architectural documents.
- Assists in supervising project document control tasks and maintains quality control of such tasks.
- Checks and coordinates details and dimensions.
- Performs material research in preparation of project specifications.
- Contributing to detailed preparation of design and construction documents and solutions to general architectural problems
- Collaborate on conceptual, schematic design and design development
- Create presentation material including presentation boards, material boards, models, elevations, diagrams, and renderings

### CHARACTERISTICS & SKILLS

- Graduated from a recognized University program and will be a Registered Intern with the AAA or other provincial association.
- Highly motivated, has a strong sense of design and wants to learn about architecture and become a registered architect.
- Team player with strong communication, organization, and problem-solving skills.
- Has general knowledge of architectural practice including report writing, producing presentation materials, site planning,

- civil, structural, mechanical, electrical engineering and construction costs.
- Demonstrate practical knowledge of building materials, detailing, construction techniques, related engineering principles and building codes.
- Organizes own work efforts.
- Recently graduated or graduating M. Arch student
- General knowledge of architectural practice including site planning, civil, structural, mechanical, electrical engineering and construction costs.
- Demonstrated practical knowledge of building materials, detailing, construction techniques related engineering principles and building codes
- Ability to work in a team environment
- Design aptitude and creativity
- Proficient with graphic software (SketchUp, REVIT, Adobe Creative Suite, Rhino)
- Proficient in 3D Modeling & Rendering
- Revit is considered a definite asset
- Excellent MS Office skills
- Effective communication and time management skills
- Team player/collaborator

Please submit your cover letter, resume and portfolio to\*:

**careers@mtalink.com**

MTA | Urban Design Architecture Interior Design Inc.  
310, 625 11 Ave SW  
Calgary AB T2R 0E1

\*Electronic submissions are preferred