



OFFICEUNTITLED

4200 Sepulveda Boulevard, Suite 104
Culver City, California 90230
www.officeuntitled.com

October 2025

Architectural Associate 0 to 3 years of Experience

Job Type: Full Time

Location: Culver City, CA 90230

Salary Range: \$60 to \$72K depending on licensure and experience.

About OFFICEUNTITLED:

OFFICEUNTITLED (OU) is a diverse collective of architects, designers, and strategists, working fluidly between Los Angeles and New York, with global reach. Guided by the expertise of its founders and dynamic leadership, OU's portfolio cuts across architecture, interiors, master planning, and strategic consulting. Untethered by typology or scale, the practice maintains an unwavering commitment to craft, community, and architectural excellence.

UNTITLED represents the creative potential in the unknown and invites an open experience without preconceived biases or limitations from a title or name.

Job Description:

Qualified candidates must be passionate about design excellence and have internship-level design experience, and a NAAB accredited, or equivalent, degree. The candidate's portfolio will clearly show a strong creative design approach to early work or class assignments and the ability to explore their ideas. This position fits a person who thrives in a fast-paced, multi-tasking environment, values creativity and exploration, and is passionate about project delivery and utmost quality. An Architectural Associate's responsibilities include:

1. Design and Creative Development

- Assist senior architects in the development of architectural and interior design solutions.
- Collaborate with team members on conceptual design development.
- Produce conceptual renderings and presentation materials.
- Participate in design research and small-scale project development.
- Support creative aspects of project work under supervision.

2. Technical Documentation and Project Execution

- Revise existing drawings and prepare construction documents from sketches or CAD backgrounds.
- Draft plans, sections, elevations, and details under guidance.
- Work with designers and architects to detail, update, and print drawing sets.
- Plot and assemble required documents for review and submission.
- Apply established architectural standards in assigned tasks.

3. Technical Proficiency and Quality Control

- Learn and develop skills in Revit, CAD, and Adobe Creative Suite for drawing production and presentations.
- Demonstrate basic understanding of 3D modeling and image creation.
- Perform routine checking and verification tasks.
- Identify issues, risks, or conflicts and seek guidance as needed.
- Gain exposure to architectural specifications, calculations, and industry standards.

4. Research, Professional Growth, and Representation

- Conduct site surveys and maintain resource materials.
- Support the Principal-in-Charge or Project Lead through all design phases of small projects.
- Represent the firm professionally in interactions with clients, consultants, and other stakeholders.
- Demonstrate curiosity, initiative, and commitment to learning and professional growth.

DESIRED SKILLS AND EXPERIENCE

Skills

- Fluent in English, spoken and written (2nd language is an asset)
- Proactive, self-motivated individual with a strong work ethic and interpersonal skills
- Able to work independently and meet or exceed deadlines on assigned tasks



- Great interpersonal communication skills and a flexible and open attitude towards new ways of working
- Ability to facilitate programming efforts, space plan, draft, and put together design presentations as well as construction documents.
- Strong conceptual and design skills, technical detailing & construction administration experience

Experience and Qualifications:

- **Education:** Professional degree in Architectural Design
- Less than three (3) years of experience required.
- Knowledge of Computer Aided Design tools. Primary software used in the office includes Revit, AutoCAD, Adobe Creative Cloud Suite (INDD, Photoshop, and Illustrator), Rhino, Sketchup, and MS Office Suite Applications
- Experience in Grasshopper and Enscape are a plus
- LEED accredited professionals are assets

Other Requirements

- Holds all legal permits and visas required to work in the USA

OFFICEUNTITLED is an equal opportunity employer

- Competitive compensation package
- Health Insurance, dental, and vision plans, 401k plans (non-matching), and tuition & student loan reimbursement
- Paid vacation, sick leave, and holidays

Please email your resume, portfolio, and cover letter to work@OFFICEUNTITLED.com