

**OFFICEUNTITLED**

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

October 2025

**Architectural Designer (Level II)
6 to 8 years of Experience**

Job Type: Full Time

Location: Culver City, CA 90230

Salary Range: \$75 to \$104K 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 a minimum of six (6) years of prior architectural experience, and a NAAB accredited, or equivalent, degree. Experience will clearly show a strong creative design portfolio and strong project delivery experience. Candidates must demonstrate experience with innovative materials along with strong technical knowledge of complex building systems and materials often found in Multi-Family and Mixed-Use Projects. 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. Intermediate Architectural Designer's responsibilities include:

1. Design and Creative Development

- Generate all architectural concepts for projects, including full responsibility for interpreting, organizing, executing, and coordinating design assignments.
- Provide innovative design solutions for complex architectural issues.
- Collaborate effectively with Principals, senior staff, junior staff, consultants, and others to develop and complete all required project documents and services.
- Produce high-level conceptual renderings, graphic presentations, and design decks to communicate design intent.
- Develop and represent the lead technical viewpoint on projects, ensuring design quality and consistency.

2. Technical Documentation and Project Execution

- Assist the Principal-in-Charge or Project Lead through all design phases, from conceptual presentations and schematic design to design development and production of construction documents.
- Possess the ability to create complete drawing sets in Revit with minimal instruction, producing accurate and timely work.
- Produce project documentation that accurately represents design ideas to clients, approving agencies, and contractors.
- Coordinate the work of outside consultants to prepare complete contract drawings, documents, and specifications required for building permits.
- Perform all construction administration tasks, including responding to RFIs, reviewing submittals, and coordinating consultant responses.
- Manage data input in schedules, FF&E, and specifications.

3. Technical Proficiency and Quality Control

- Demonstrate detailed knowledge of code compliance, building standards, policies, and procedures, and direct others in the use of those resources.
- Evaluate and implement code, accessibility, and programming analysis information.
- Conduct quality control reviews and ensure compliance with firm standards, regulations, and project requirements.
- Identify issues, risks, and conflicts and ask for assistance or delegate tasks in a timely and constructive manner.
- Carry out complex assignments requiring the development of new or improved techniques and procedures.



- Provide mentorship and guidance to junior staff on technical and design tasks.

4. Research, Leadership, and Representation

- Represent OFFICEUNTITLED to clients, consultants, agencies, and other external stakeholders with the highest level of professionalism.
- Maintain awareness of emerging industry trends, materials, technologies, and best practices to inform project design.
- Conduct and oversee site surveys, field verification, and documentation for assigned projects.
- Collaborate with Principals and Project Leads on technical solutions, product strategies, and project delivery approaches.
- Support professional growth by participating in internal knowledge sharing and design review sessions.

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.
- Client and consultant management skills
- Strong conceptual and design skills, technical detailing & construction administration experience

Experience and Qualifications:

- **Education:** Professional degree in Architecture
- Minimum six (6) years of experience as an Architectural Designer on built and published work
- Strong construction document skills and experience, preferably with Type III and Type V over podium, with CA experience
- Comprehensive knowledge of 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
- Experience working with a leading American or International architecture office, including Concept Design, Construction Documents and Construction Administration
- Licensed and/or LEED AP 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