

**OFFICEUNTITLED**

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

October 2025

**Architectural Designer (Level I)
3 to 5 years of Experience**

Job Type: Full Time

Location: Culver City, CA 90230

Salary Range: \$65 to \$83K 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 three (3) 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 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. A Junior Architectural Designer's responsibilities include:

1. Design and Creative Development

- Independently perform a variety of assignments requiring skills in all aspects of architectural design.
- Collaborate with designers and team members on conceptual design and development.
- Produce conceptual renderings and presentation materials.
- Contribute to the development of design decks in Adobe InDesign and complete drawing sets in Revit.
- Provide creative input on projects of moderate complexity and size.

2. Technical Documentation and Project Execution

- Draft plans, sections, elevations, and details for moderate-scale projects.
- Revise drawings and prepare construction documents from sketches or CAD backgrounds.
- Work with designers and architects to detail, update, and print drawing sets.
- Plot and assemble required documents.
- Assist the Principal-in-Charge or Project Lead through all design phases, from schematic design to construction documents.
- Manage data input in project schedules and specifications.

3. Technical Proficiency and Quality Control

- Demonstrate working knowledge of Revit, CAD, and Adobe Creative Suite.
- Demonstrate an understanding of modeling, plotting, family creation/editing, and 3D coordination in Revit.
- Apply advanced architectural concepts and techniques independently.
- Conduct drawing reviews and quality control checks.
- Identify issues, risks, and conflicts and address or escalate as needed.
- Carry out complex assignments requiring the development of new or improved techniques and procedures.

4. Research, Professional Growth, and Representation

- Conduct site surveys and gather project information.
- Maintain project resource materials and documentation.
- Represent the firm professionally to clients, consultants, and agencies.
- Develop professional expertise through exposure to codes, standards, and project complexities.



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 Architecture
- Minimum three (3) years of experience as an Architectural Designer on built and published work
- 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
- Ability to read and comprehend architectural drawings
- Proficient in drawing scales as it pertains to text, dimensions, and viewpoints
- Familiarity with the architectural design process
- Solid understanding of team members' roles, responsibilities, perspectives, and information needs
- 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