



OFFICEUNTITLED

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

October 2025

Senior Architect

10 or more years of professional experience

Job Type: Full Time

Location: Culver City, CA 90230

Salary Range: \$110 to \$134K depending on 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 ten (10) years of prior architectural experience, and a NAAB accredited, or equivalent, degree. Experience will clearly show a strong creative award-winning 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 creative and hospitality-centric 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. The Senior Architect's responsibilities include:

Responsibilities

1. Technical

These responsibilities focus on **design quality, documentation, technical rigor, and process improvement**.

- Provide technical direction and quality assurance across all project phases.
- Oversee and review design and documentation for accuracy, constructability, and compliance.
- Ensure deliverables conform to contractual obligations.
- Utilize and help improve the formal Quality Assurance and Quality Control (QA/QC) program.
- Serve as a subject matter expert on specialized systems or project types.
- Provide input on firmwide BIM standards, technical workflows, and staff training.
- Carry out complex assignments requiring the development of new or improved techniques and procedures.
- Partner with firm leadership to define appropriate technical and design strategies.
- Provide strong technical leadership and oversight of design execution.

2. Project Leadership

These relate to **management, coordination, and strategic leadership** within individual projects.

- Collaborate closely with the Project Leader to execute project plans, ensuring design excellence and technical quality.
- Lead the coordination of interdisciplinary teams, consultants, and contractors to achieve project goals.
- Represent the firm in client meetings and presentations, articulating design intent and technical approach.
- Contribute to conceptual and detailed design development, maintaining alignment with client objectives and project budgets.
- Create and maintain detailed project work plans.
- Evaluate project financial, technical, and performance metrics to refine management guidelines.
- Represent OFFICEUNTITLED to clients, consultants, agencies, and stakeholders with the highest level of professionalism.

3. Staffing & Mentorship

Responsibilities tied to **developing team capabilities, mentoring, and the leadership pipeline**.

- Mentor intermediate staff and collaborate with Principals to develop professional growth plans.
- Support professional growth and knowledge-sharing across project teams.
- Provide input on staff training and skill development related to BIM, technical standards, and quality control.



4. Culture & Firmwide Development

These focus on **organizational culture, knowledge systems, and design excellence** across the firm.

- Partner with firm leadership to align design excellence with technical practice across all teams.
- Contribute to firmwide initiatives that promote collaboration, knowledge-sharing, and consistent technical quality.
- Represent OFFICEUNTITLED with professionalism that reinforces the firm's brand and values in all external interactions.

DESIRED SKILLS AND EXPERIENCE

Skills

- Fluent in English, spoken and written (second language an asset).
- Proactive, self-motivated, and organized with a strong work ethic and interpersonal skills.
- Excellent communication, collaboration, and leadership abilities.
- Strong conceptual design and technical detailing skills, with experience in construction administration.
- Skilled in client and consultant management and able to build strong professional relationships.
- Flexible, open-minded, and adaptable to new methods and evolving technologies.
- Able to work independently and consistently meet or exceed deadlines.

Experience and Qualifications:

- **Education:** Professional degree in Architecture
- **Licensure:** Professional architectural license in California
- Minimum of **ten (10) years of progressively responsible architectural experience** in design and technical delivery on built and published work
- Experience working with leading U.S. or international architecture firms, spanning Concept Design, Construction Documents, and Construction Administration.
- Proven ability to present directly to clients on both technical and design matters.
- Deep understanding of building systems, codes, construction methods, and coordination processes.
- Demonstrated leadership in mentoring, supervising, and coordinating design teams.
- Proficient in design and production software, with a strong ability to integrate digital tools into project workflows.
- Skilled in developing and communicating comprehensive design and technical strategies to clients and project teams.
- Experience managing large-scale, complex projects from concept through construction administration.
- Recognized for sound professional judgment and ability to guide teams toward innovative and efficient solutions.
- Strong construction document and construction administration experience, preferably with Type III and Type V over podium projects.
- Knowledge of high-rise, hospitality, institutional, and multifamily project types preferred.
- Proficient in Microsoft Office and Excel; familiarity with Aja (ERM software) a plus.

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