

## **Architectural Intern/Entry-Level Position**

### **Jones Gillam Renz Architects – Firm Description**

JGR, located in Salina, Kansas, has been successfully providing our clients with experience, knowledge and creativity for over 70 years. Our firm emphasizes the “Team Concept”, with each member contributing to each stage of the design process. We work closely with our clients, staff, consultants, community and others to explore, analyze & critique the project details to ensure the client’s functional & physical goals are achieved. We have worked on a variety of projects, throughout many states, including: commercial, industrial, healthcare, educational, religious, residential and hospitality. We believe that the culmination of experience, versatility and talent of each team member is crucial to achieving design excellence, offering service and creating an environment for positive results.

Please visit our website: [www.jgrarchitects.com](http://www.jgrarchitects.com) and our Facebook page: <https://www.facebook.com/jgrarchitects>

### **Position Description**

JGR is looking to fill an architectural intern or entry-level designer position. We can offer full-time or part time opportunities and are willing to work around a new team member’s class schedule. This position offers a great opportunity for interns and entry-level team members to become part of a team and experience a versatility of tasks. New team members should expect to be involved with all phases and aspects of a project, including (but not limited to): programming, schematic design, design development, construction documents & drawings, bidding and contract negotiation and construction administration.

*Duties may include:* designing & rendering, drafting, meeting with clients and consultants, performing site visits, occasional travel, and completing office and business related tasks.

### *Qualifications:*

Degree in Architecture (or 5<sup>th</sup> year Architecture Student)  
Proficiency in AutoCAD

### *Other things we will be looking for:*

Strong work ethic: self-motivated, organized, hard-working  
Creativity of design and problem-solving  
Out-going and amicable personality  
Team Member: Commitment to our firm & its philosophies  
Microsoft Office Programs a plus  
Sketch-up or other rendering programs a plus  
Adobe Creative Studio or other presentation programs a plus

### **Contact**

Please email a cover letter, resume and samples of work (or copy a link) to Maggie Gillam: [mgillam@jgrarchitects.com](mailto:mgillam@jgrarchitects.com). Please limit email file size to 10 MB. (*Feel free to also email us with any questions.*)