

**Job Title: Job Captain-Interiors Revit Specialist at BKV Group**  
**Reports To: Interior Design Partner**

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**FIRM**

Boarman Kroos Vogel Group (BKV Group), founded in 1978, is a full-service architectural, interior design, landscape architecture, engineering and construction administration firm with offices located in Minneapolis, Chicago, Dallas and Washington, DC. Collectively we represent a practice whose expertise is cross-disciplinary and team-focused; and offers our clients a design-oriented approach to create thoughtful architectural solutions. Knowing that our ultimate responsibility is to our clients, we design and provide services that satisfy the needs of each client's building program, schedule and budget. With each project, our firm continues to grow in breadth and depth, responsiveness and flexibility. As creative design professionals we engage our clients in the process of creating enduring designs that enhance our environment. Our practice focuses on multi-family, corporate, hospitality, government and higher education project types.

**SUMMARY**

We are seeking a Job Captain to work in our Minneapolis office. The Job Captain will participate as a member of the project team, in all aspects of preparing complete and comprehensive architectural construction drawings and specifications and coordinate the documents with project consultants and contractors.

**QUALIFICATIONS**

The ideal candidate will have 2-5 years of experience in architecture or related field. Previous experience working on hospitality, multi-family housing or corporate work is preferred. Qualified candidates must have a bachelor's degree in architecture or related field. Candidates must have the ability to work within a collaborative environment, have excellent written and oral communication skills, and the ability to work on several projects simultaneously. Proficiency in Revit required. Working knowledge of Microsoft Office applications.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Participate in the design phase activities by providing expertise in detail development
  - Organize and prepare all construction drawings and specifications
  - Conduct existing conditions surveys and prepare architectural base plans, sections, elevations and details as appropriate to document relevant conditions
  - Review applicable building and accessibility codes and develop a list of criteria to be reflected in the design documents
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- Prepare construction documents including, but not limited to: demolition plans; partition plans; reflected ceiling plans; telephone/electric/data plans; finish plans; large scale details plans; sections and elevations; detail drawings for millwork and cabinetry; schedules for doors, frames, hardware, architectural finishes and partition types; and construction specifications for all material, finish and product selections
- Prepare bidding documents, general conditions and supplemental conditions that are part of the contract documents
- Review and process all shop drawing/sample submissions and consult with the Interior Design Partner, Director of Interior Design and other design leads as appropriate to ensure that the design intent is being maintained

For immediate consideration, email your resume and portfolio.

EOE

No phone calls please.