

## **JOB TITLE: ARCHITECTURAL INTERN**

### **FULL TIME NASHVILLE POSITION AVAILABLE**

**Firm:** Comma Designworks is a small collective interested in all facets of design and development. We are a full-service, Nashville, TN based architectural design firm established in 2020 with a simple goal: take a fresh look at the services architects provide through the lens of modern technology, construction techniques, and processes, and recalibrate an architectural practice to the modern world. Comma has experience in a variety of project types, including but not limited to: Mixed-Use Multifamily, Hospitality, Office (shell/build-out), Retail. We work from conceptual design through construction documents allowing our team to remain involved throughout the entire design process. We are a small firm geared for growth, looking for the right candidate to add assist our studio.

**Position:** Due to the scale of the office, our internship candidates can expect potential to touch on all aspects of our projects. With that opportunity comes a greater amount of opportunity and responsibility than a typical internship position. The ideal candidate should be a highly motivated self-starter, problem solver, and interested in taking on responsibilities for project design and delivery. You will be working on project documentation ranging from conceptual design to construction documents, in-the-field construction oversight (Construction Administration), and generating standard detailed drawings using Revit and other design software for planning, design, and construction of projects. You will work both individually and as part of a team to assist in the coordination and preparation of construction documents and details.

**Activities:** Our team members perform work in a small studio environment and will be immediately included in collaborative design-focused meetings. You may coordinate with team members in other disciplines to work on various projects for clients. In this position, you report directly to the Project Designer. The candidate should be a self-starter who is eager to take on new and challenging tasks. The position may require occasional travel to project site locations or to various client offices. On-site work may include walking the project to verify construction progress, taking construction progress photos, and completing field reports.

#### **Required Skills:**

- Enrollment in a Bachelor of Architecture or Masters of Architecture program,
- Strong problem-solving and leadership skills
- Excellent written and verbal communication skills,
- Presentation experience,
- Ability to multi-task while meeting specified timelines,

#### **Preferred Skills:**

- Proficiency in Lumion, Autodesk Revit
- Proficiency in Adobe Creative Suite,
- Proficiency in other modeling software such as Rhino, Grasshopper, Dynamo,

Comma Designworks is an Equal Opportunity Employer.

**If interested in the position, apply with your cover letter, resume, and portfolio at  
<https://www.commadesignworks.com/people>**