



Spring 2021

Architectural Intern. (1-2 years experience)

Alchemy is an award-winning established architecture office located in Saint Paul, MN. At this time, we are seeking a student or recent graduate from an accredited Bachelor or Masters program in architecture, drafting, or engineering for a summer intern position. This position requires experience in CAD software for documenting past and current projects, organizing office files, and documenting existing conditions on new projects. This is a part-time, hourly position starting in June 2021.

Led by Geoffrey Warner, FAIA, Alchemy is a leader in residential, small scale, and prefabricated work. Please become familiar with our work, work philosophy, and history (all available on our website: alchemyarch.com) before applying.

Priorities

- High degree of competency in architectural representation: presentation drawings, diagrams, and renderings
- Interest in learning new skills in project documentation and graphic design

Responsibilities

- Job responsibilities include documenting past projects in multiple CAD softwares for file management
- Producing high quality renderings out of SketchUp and / or Vectorworks using Vray or similar software
- Vectorworks experience a plus but not mandatory
- Collaboration with other Alchemists to sustain a healthy working atmosphere with an attitude of inclusiveness, innovation, and approachability
- Other duties around office maintenance and communication as requested

Benefits

- Assigned a one-on-one mentor with access to all staff members
- Flexible, part-time, hourly position with an expectation of 15-20/hours per week (Set hours preferred)
- Bi-weekly pay periods
- Accrued PTO based on MN state employment rules
- Encouragement and support with the architectural registration process and other professional licensures
- Employer supplemented professional equipment expenses

To apply:

Please submit the following to info@alchemyarch.com and allow 2-3 weeks for a response:

- a one page resume including your GPA
- an architectural portfolio and / or work samples specifically illustrating rendering experience
- two professional references (from architecture/design/building industry or education)