



## Job Description

**Title:** Associate, Designer

**Reports into:** Senior Associate, Domain Lead

**Direct Reports:** n/a

### About MKThink:

MKThink is a future-forward design firm grounded in spatial intelligence and dedicated to the proposition of “build less, solve more.” We bring together thinkers from a range of disciplines to solve problems at the nexus of architecture, culture, and the environment. Our data-informed solutions improve human performance at less operational, environmental, and capital costs than conventional approaches. Founded in 2000, MKThink practices from the Pacific Edge of San Francisco to the Oceanic Edge of O’ahu.

At MKThink, we believe that we can play a role in helping create a better and more sustainable future by creating intelligent spaces that improve the quality of life. Our staff, and their ability to contribute fully as teammates and individuals, is our greatest resource. We bring together thinkers from a range of disciplines to solve problems at the nexus of architecture, culture, and the environment. Our people have the interdisciplinary skills to contribute to this mission within and across the domains of architecture, strategies, and innovation.

### The Position:

We are seeking a smart, enthusiastic, intellectually curious, responsible, and committed **Associate** to support our *architecture and strategic consulting* work at MKThink. Join a thoughtful team of talented professionals to serve our client communities by creating more effective and sustainable environments. This position maintains a heavy focus on research and design to be applied across a spectrum of architectural and strategy projects, which may include work for various workplace, school district, university system, civic, or other institutional clients. This position is fulltime with full benefits and based in our San Francisco office on the beautiful Great Highway with spectacular views of the ocean.

### Responsibilities:

#### Research and Stakeholder Engagement

- Conduct research to establish an understanding of existing conditions, critical space characteristics, and relevant benchmarks / precedents.

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- Research the context for the problem to solve, to gain a systems level understanding of the problem.
- Perform material, product and code research as required.
- Prepare materials for and help conduct interviews, focus groups, workshops, surveys, or other stakeholder engagements.

## **Analysis, Visualization and Design**

- Synthesize research findings via diagrams, written and verbal communication.
- Contribute to or generate design concepts and evaluate solution against criteria of importance to the client, code, and other requirements. You may engage on planning / campus level design tasks, architectural design, visual branding, or graphic design tasks.
- Prepare presentation materials
- Support team in developing recommendations for prioritized solutions to address client needs. Present recommendations where appropriate.

## **Documentation**

- Prepare specifications informed by research findings and client engagements.
- Prepare reports.
- Prepare drawing documentation and specifications on architectural projects as required.
- Support the design and documentation team in construction administration tasks as required.

## **Client / Project Management**

- Support account manager re: project controls, including supporting the management of scope, schedule, and budget.
- Lead portions of stakeholder engagements.
- Client meeting support and participation.
- Support the team in consultant coordination as required.

## **Other Responsibilities**

- Research and prepare materials in support of business development.
- Participate in ongoing training.
- Perform other related duties as assigned.

## **Required Skills and Abilities:**

### **Skills and Abilities**

- Ability to analyze and synthesize research and present findings clearly and effectively.
- Creative problem-solving skills.
- Expert knowledge and proficiency with Revit, Rhinoceros, Lumion, Adobe Creative Suite (InDesign, Illustrator, Photoshop), Microsoft Office Suite (Word, Excel, Powerpoint). Basic knowledge of AutoCAD.

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- Excellent verbal, written and visual communication and storytelling skills.
- Demonstrated ability to work with a team through entitlement and permitting processes, project time and fee schedules, technical documentation, and construction administration.
- Proficiency in mapping, and parametric modeling or energy modeling tools a plus.
- Committed to design excellence.
- Communicative, collaborative, and customer centric team member who is comfortable working directly with executives.
- Track record illustrating your potential for growth, integrity, and ingenuity.
- Indication that you overcome obstacles through your ingenuity and effort.
- A love for natural environments and systems and committed to realized sustainability in the environments affected by buildings.

## Working with Others

- Self-motivated, fast learner who is comfortable in dynamic, non-linear processes.
- Self-awareness and ability to analyze past performance and drive self-improvement.
- Ability to work independently, prioritize tasks and ask for help when needed.
- Flexibility in collaborating with project teams and clients. Ability to receive and clarify feedback and adjust accordingly.
- Kindness and support of colleagues.

## Interests:

Demonstrated interest in at least one of the following:

- The relationship between architecture, the natural environment and culture.
- The psychology behind human behavior in the built environment.
- The impact of built environment solutions on community strength, human health, environmental resiliency or learning outcomes.

## Education and Experience:

- A professional degree in architecture.
- A minimum of two years of experience in an architecture, urban design, development or planning setting.

## To Apply:

Please submit the following to [careers@mkthink.com](mailto:careers@mkthink.com):

- Cover letter describing your fit for the role, and the type of work you want to do
- Resume
- A selection of relevant work samples
- Include "Associate, Designer" in the subject line.