

About Sixthriver Architects:

We believe our purpose is to create integrated design solutions that enrich and inspire the lives, work and play of the communities and cultures we serve. As a twenty-four year old, thirty nine person architectural + interiors firm, Sixthriver Architects provides comprehensive design services for a wide range of project types including student housing and commercial office buildings and interiors in Austin and throughout the United States. We strive to demonstrate that inventive and elegant design is achievable by respectfully listening and responding to the client's needs and desires. We thoroughly understand the nature of materials and methods of construction, and carefully handle the process from conception to completion. In each project, we are committed to clear and open communications, the careful management of resources and innovative client-centered design. Come join our team.

JUNIOR FF&A SPECIALIST

Sixthriver Architects has a position open for an experienced candidate who is self-motivated, possess strong organizational and multi-tasking skills with a strong sense of urgency; along with having excellent communication skills and a professional demeanor who exhibits honesty and integrity.

Education

Bachelor's Degree in Interior Design is required

Required Experience/Skills

Candidate must show previous experience working with furniture with a minimum of 2 years relevant experience preferred. Must have understanding of creating technical furniture plans and detailed specifications. Ability to read and analyze construction drawings and shop drawings. Must be proficient in AutoCAD and MS Suite. Candidate must also be comfortable in a deadline driven environment.

Responsibilities

- Meet with designer and senior specialist to review project scope. Assist senior FFA specialist to create curated furniture package during Design Development in advance of interiors presentation.
- Continue to refine selections as design progresses under direction of senior specialist
- Order fabrics/samples, obtain COM approvals, maintain organization of FFA project boxes
- Assist in FFA reselections, create finish boards for interiors projects as required and as FFA schedule permits
- Organize boilerplate info so that it is accessible to all interior designers. Update and maintain CAD boilerplate of blocks for space planning and Revit.
- Create/maintain source database, input furniture specifications in SPEXX database, obtain product information and pricing. Maintain and keep AutoCAD drawings and project folders up to date as changes are made.
- Attend Furniture installs on a case-by-case basis, as required. When Sixthriver Purchasing is purchasing, at least 1 FFA specialist will attend.
- Attend furniture conferences, product presentations, showroom openings, etc. to keep interiors group "in the know" as required.

Please email resumes in PDF format to: resumes@sixthriver.com