



Project Architect:

Murphy Burnham & Buttrick is seeking a creative architect to join our vibrant design practice based in New York City. Our award-winning practice centers on a collaborative studio environment prioritizing innovative and sustainable design. We have a diverse body of work including institutional, cultural, residential and educational projects across a range of scales and are committed to creating architecture that elevates the human experience. We have both breadth and depth of expertise in master planning, interior design, preservation, sustainable design and architectural design and emphasize a team structure that facilitates continued education and professional advancement.

We are looking for an architect with an advanced degree in architecture, exceptional design skills and a minimum of ten years postgraduate experience. We value team members with strong verbal and graphic communication skills, the enthusiasm and ideas to contribute to design dialogue, and the determination to continue to interrogate and improve on design. Our collaborative environment relies on designers who work well with a team. Applicants must also be currently authorized to work in the United States on a full-time basis. Please indicate on your cover letter details relating to your work authorization status.

Please email a letter of interest, your resume and a pdf of work samples (maximum of ten pages) to Maricela Salas at msalas@mbbarch.com. Please include your name in the subject line and samples that highlight your design abilities including academic and professional work. Salary will be commensurate with experience. We also offer opportunities for advancement and a range of benefits.

Designer:

Murphy Burnham & Buttrick is seeking creative designers to join our vibrant design practice based in New York City. Our award-winning practice centers on a collaborative studio environment prioritizing innovative and sustainable design. We have a diverse body of work including institutional, cultural, residential and educational projects across a range of scales and are committed to creating architecture that elevates the human experience. The studio is structured to provide the rigor and technical expertise of a large firm with the personal approach and collaborative environment of a small firm. We have both breadth and depth of expertise in master planning, interior design, preservation, sustainable design and architectural design and emphasize a team structure that facilitates continued education and professional advancement.

We are looking for designers with an advanced degree in architecture, exceptional design and rendering skills and three to five years of experience. We value team members with strong verbal and graphic communication skills with the enthusiasm and ideas to contribute to design dialogue and the determination to continue to interrogate and improve on design. Our collaborative environment relies on designers who work well with a team. REVIT/BIM experience a plus. Applicants must also be currently authorized to work in the United States on a full-time basis and must indicate on the cover letter details relating to your work authorization status.

Please email a letter of interest, your resume and a pdf of work samples (maximum of ten pages) to Maricela Salas at msalas@mbbarch.com. Please include your name in the subject line and samples that highlight your design abilities including academic and professional work. Salary will be commensurate with experience. We also offer opportunities for advancement and a range of benefits.



Part-time Executive Administrator

An award-winning Architecture firm is seeking a part-time Administrative Assistant/Receptionist. This position is for mornings, Monday through Friday, approximately 20 hours per week.

Working in an architectural office offers an excellent opportunity to anyone interested in pursuing a career in architecture or someone wishing to work in a creative environment. This individual will handle front desk operations as well as administrative duties, scheduling, travel-planning, errands and various projects as they come up. We are seeking a personable and resourceful person who is well organized, flexible and able to take initiative.

Job Responsibilities include, but are not limited to, the following:

- Creating positive first impressions when answering phones or greeting our guests.
- Ensuring a professional and tidy presentation of the office space.
- Maintaining inventory and ordering of office and pantry supplies on an ongoing basis.
- Providing administrative support to Principals, Business Director, Marketing Department and Project Managers.
- Coordinating travel arrangements for staff.
- Routing all company incoming and outgoing mail.

Key Skills:

- A Bachelor's degree is required.
- Minimum of one year experience in an administrative position.
- An interest in design is strongly desired.
- Must be highly organized and able to adjust to multiple and changing priorities.
- Ability to communicate clearly and concisely, both orally and in writing.
- Must be proactive and diligent about follow up on all tasks, completing them with efficiency and precision.
- Strong customer service and communication skills with a polite and pleasant disposition.
- Excellent computer skills, with proven ability to use Microsoft Outlook, Word, and Excel.
- Knowledge of Adobe Suite (InDesign, Illustrator, etc.) is a plus.

Please send your cover letter and resume as one file (Adobe PDF preferred) to Maricela Salas msalas@mbbarch.com