



Architectural Job Captain (Design-Focused)

Arrowstreet is an award-winning architecture, interiors, and experience design firm based in Boston, with over 60 years of expertise. We take a design-forward approach, focusing on sustainability to create thoughtful designs across our diverse portfolio to provide engaging, impactful experiences and spaces that bring people together. To view our portfolio, visit our website at www.arrowstreet.com

Position Summary

We are seeking a design-driven Architectural Job Captain to help advance projects from concept through construction. This role bridges creative vision and technical execution, working closely with Project Architects, designers, and consultants to ensure design intent is carried out through all phases of a project.

Key Responsibilities

- Support the Project Manager/Project Architect in leading design-focused projects from schematic design through construction administration
- Translate design concepts into well-coordinated, high-quality drawing sets and models
- Resolve complex technical and design challenges while maintaining design integrity
- Coordinate with consultants (structural, MEP, lighting, landscape, etc.) to integrate technical and design requirements
- Participate in design reviews and client presentations
- Mentor junior staff and provide technical and design guidance
- Collaborate with project teams through regular meetings to share information and solve design and technical issues
- Ensure compliance with applicable codes, zoning, and regulatory requirements
- Support construction administration by reviewing submittals and RFIs and preparing sketches as needed

Qualifications

- Professional degree in Architecture (B.Arch or M.Arch)
- Current Licensed Architect Preferred
- 6-10 years of professional experience with demonstrated design leadership
- Strong design sensibility with a portfolio showing concept-to-execution work
- Proficiency in Revit; experience with Rhino, SketchUp, Adobe Creative Suite, and rendering tools preferred
- Solid understanding of building systems, materials, and construction methods
- Experience coordinating consultants and managing drawing sets
- Strong graphic, verbal, and written communication skills
- Ability to present design ideas clearly to clients and stakeholders
- Experience in the public-school sector is a plus



Why Arrowstreet Our culture is one of collaboration, creativity, and connection—and it's a key part of our success. We invest in our people, offering continuous learning opportunities, training, side-by-side coaching, and a formalized mentoring program to support your growth. We create a sense of community and belonging through in-person and virtual interactions, impromptu desk conversations, social gatherings, or volunteer events. We take time to connect, collaborate, and share ideas.

We hope you will consider joining us! We offer a competitive salary, comprehensive benefits, and dedicated funding for your professional development. The annual salary range for this position is \$80,000-\$95,000. The final compensation will be based on the candidate's relevant qualifications, skills, and experience.

Ready to apply? Complete our online application on our careers page <https://www.arrowstreet.com/about/careers/> and submit your resume and portfolio (<10mb) when applying.

Arrowstreet is an Equal Employment Opportunity (EEO) employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, or any other characteristic protected by law.