

Apicella + Bunton Architects

Title: Architectural Administrative Intern (2)

Internship Hours: To be determined by intern & supervisor

Summary of the function of this team:

We are architects who design a variety of buildings around New Haven and beyond.

The major duties & responsibilities of the internship will be:

Collaborate with A+B team on a variety of projects including I.T. updates, accounting, design work, organization, and meeting attendance.

Required qualifications of intern/participant are:

Works well with a team, fast learner, creative and flexible.

Familiarity with Word and Microsoft.

Preferred qualifications of intern/participant are:

Works in Excel, InDesign, Photoshop, Bluebeam, and Revit is a plus.