



## ARCHITECTURAL PRODUCTION ASSOCIATE FRENCH ASSOCIATE, INC.

**Location:** Auburn Hills, MI – primarily in-office  
**Type:** Full-Time  
**Experience Level:** Mid-Level  
**Reporting:** Project Architect / Project Manager / Vice President

**The Position:** We are a **growth-oriented** company and are seeking an **Architectural Production Associate** to support and strengthen our digital design practice across projects. This role plays a key part in translating design concepts into coordinated, accurate, and high-quality construction documents.

The **Architectural Production Associate** works closely with architects, project managers, and technical staff to ensure consistent application of **BIM** and **CAD** tools throughout the project lifecycle. This individual contributes to model coordination, workflow efficiency, documentation standards, and overall digital project delivery.

The ideal candidate is collaborative, solutions oriented, and thrives in a fast paced, project driven environment. They bring a strong service mindset, excellent communication skills, attention to detail, and a proactive approach to improving quality and consistency.

**Responsibilities:** **Production & Documentation**

- Develop and refine architectural drawings from schematic design through construction documentation.
- Produce coordinated Revit models and drawing sets aligned with firm standards.
- Ensure accuracy, completeness, and constructability of project documents.

**Digital Coordination**

- Support consistent and effective use of BIM and CAD tools across assigned projects.
- Assist in maintaining documentation standards, model organization, and digital workflows.
- Collaborate with consultants to integrate structural, mechanical, and civil information into coordinated models.

**Quality & Compliance**

- Review drawings for quality control and adherence to internal standards.
- Conduct research on applicable building codes and zoning regulations.
- Support compliance with regulatory requirements and project specifications.

**Project Support**

- Assist project managers with documentation schedules and production milestones.
- Participate in coordination meetings and track technical action items.



- Job Captain duties, when assigned.

**Technology & Innovation**

- Demonstrate interest in advancing skills in rendering, 3D modeling, building scanning, BIM coordination, and emerging AI applications.
- Contribute ideas that improve production efficiency and digital collaboration.

**Qualifications:****Experience**

- Minimum five years of professional experience in architectural production or construction documentation.
- Architectural licensure preferred or actively pursuing licensure.

**Education**

- Bachelor's degree in architecture required.
- Advanced degree preferred.

**Technical Skills**

- Proficiency in Revit required.
- Working knowledge of AutoCAD.
- Experience with BIM collaboration platforms such as BIM 360 preferred. Familiarity with Bluebeam, SketchUp, and Adobe Creative Suite a plus.

**Core Competencies**

- Strong technical detailing and documentation skills.
- Elevated level of organization and attention to detail.
- Effective verbal and written communication.
- Ability to work collaboratively in a multidisciplinary team environment.
- Positive, proactive, and quality driven mindset.