BAILEY WEILER
HOMES

Architectural Drafter

Position	Architectural Drafter, full-time, hourly
Location	In-office at our Bloomington office, with site visits to projects in Bloomington, Zionsville, and Central Indiana
Schedule	Monday through Friday, 40 hours per week
Pay	$23 to $29 per hour, based on experience
Reports to	Architectural Designer

IS THIS YOU?

You notice when a dimension string does not add up to the overall. You care whether a window tag matches the schedule, and you would rather ask a question than guess. When someone marks up your drawing in red, you see it as a chance to get better, not as criticism.

If that sounds like you, and you want to build a career in residential design with a team that will invest in your growth, we would like to meet you.

WHO WE ARE

Bailey Weiler Homes is a custom home builder and renovation company that has built in Bloomington and the surrounding area since 2005 and now also serves Zionsville and the greater Indianapolis area. We build high-end custom homes, additions, and whole-home renovations, with offices in Bloomington and Zionsville.

Our clients come to us because they want a builder who listens first and holds every detail to a high standard. That starts with the drawings. A clear, accurate drawing set is how a client's vision gets built correctly in the field, and it is the foundation for everything our team does.

ABOUT THE ROLE

The Architectural Drafter works directly with our Architectural Designer, producing and maintaining the drawings that carry each project from concept through permit and construction. You will take on the production work that keeps our drawing sets accurate, current, and consistent, which frees our designer to focus on design.

This is a starting point, not a ceiling. You will learn how custom homes are designed and built by working alongside our design team, visiting job sites, and seeing your drawings turn into real homes. As your skills grow, so will your responsibility, with a clear path toward taking on design work of your own.

WHAT YOU WILL DO

Drawing production

- Draft and update floor plans, exterior elevations, building sections, interior elevations, and details in Chief Architect, working from the Architectural Designer's sketches, direction, and redline markups.
- Add dimensions, notes, tags, and annotations so every sheet is clear and complete for permitting and field use.
- Build and maintain door, window, and finish schedules, and keep them consistent with the plans.
- Incorporate selections and finish information from our Design Associates, such as tile patterns and cabinetry layouts, into interior elevations.
- Update basic 3D models and produce views and renderings for client meetings as directed.

Existing conditions and field support

- Visit homes to measure and photograph existing conditions for additions and renovations, then draft accurate as-built drawings.
- Visit active job sites to understand how drawings are used in the field and to verify conditions when needed.
- Help answer drawing questions from site leadership and trade partners, and route design questions to the Architectural Designer.

Revisions, permits, and quality

- Track every revision with clear revision clouds, dates, and notes so the team always knows which set is current.
- Review drawings against our drawing standards checklist and the residential building code before they go out, and flag anything that looks inconsistent.
- Assemble permit drawing sets and supporting documents for the City of Bloomington, Monroe County, the Town of Zionsville, and other Central Indiana jurisdictions, and help respond to plan review comments under the Architectural Designer's direction.
- Prepare and distribute drawing packages for trade partner bids and for the field.

Standards and organization

- Maintain Chief Architect templates, title blocks, layer sets, and object libraries so every project starts from current company standards.
- Organize drawing files, naming conventions, and version history in our shared project folders.
- Gather manufacturer specifications and product details, such as windows, doors, and cabinetry, for use in drawings.
- Attend design and project meetings and record drawing changes and action items.

WHAT YOU BRING

- An associate degree or certificate in architectural drafting, architectural technology, or a related field, or equivalent hands-on experience.
- 0 to 3 years of experience in residential drafting. Recent graduates are welcome to apply.
- Working knowledge of residential drawing standards: plan, elevation, and section conventions, line weights, dimensioning, symbols, and sheet organization.
- Working experience with Chief Architect is strongly preferred. Chief Architect is our standard, and deep expertise in it is required for long-term success in this role. Candidates coming from AutoCAD, Revit, or SketchUp must be committed to mastering it quickly, and we will support that training.
- A basic understanding of how houses are built. Field or trade experience is a plus.

- A portfolio or work samples showing drawings you have produced, plus professional or academic references.
- A valid driver's license and reliable transportation for site visits.

WHO YOU ARE

- Eager to learn. You ask good questions and look for ways to improve your skills.
- Detail-driven. You check your own work, catch small errors before others do, and take pride in a clean, accurate drawing set.
- Open to feedback. You take redlines and direction in stride and apply them to the next drawing.
- A clear communicator. You keep teammates and field staff informed and explain drawing questions simply.
- Organized and dependable. You manage several projects at once and follow through on deadlines.
- A team player. You enjoy working closely with designers, builders, and trade partners toward the same result.

HOW WE WORK TOGETHER

We are a small team, and every person shapes how the whole company runs. We hire for skill, and we hire just as carefully for fit. Here is what working at Bailey Weiler Homes looks like day to day:

- **One team, one direction.** We pull in the same direction. Once a decision is made, we commit to it together, even if we argued for something else. Disagreement is welcome in the room; it is not carried out of it.
- **Process matters.** Our standards, templates, and processes exist so every client gets the same quality on every project. We follow them, and when we see a better way, we bring it forward instead of working around the system.
- **Feedback is a gift.** Feedback flows in every direction, from owners to new hires and back. We give it respectfully and receive it without getting defensive.
- **We own our work.** When we make a mistake, we say so early, fix it, and learn from it. We do not hide problems or point fingers.
- **The client experience comes first.** Everything we do, including a drawing no client will ever read, affects someone's home. We keep that in mind.
- **Attitude is a choice.** We bring a positive, solutions-minded attitude, especially when the day gets hard.

This role may not be the right fit if you prefer to work independently on your own terms, are frustrated by structure and defined standards, or see feedback as criticism. We would rather tell you that now than have either of us find out later.

WHAT WE OFFER

- **Pay:** $23 to $29 per hour, based on experience, with pay that grows as your skills and responsibilities grow
- **Schedule:** Full-time, Monday through Friday
- Paid time off
- Paid holidays
- Company-matching retirement plan
- Profit sharing
- Health reimbursement arrangement (HRA) for eligible medical expenses
- Mileage stipend for site visits

- Hands-on mentoring from our Architectural Designer and regular exposure to active job sites
- A clear growth path toward architectural design responsibilities
- A small team with direct access to the owners, where your work and your ideas matter

LIFE IN BLOOMINGTON

Bloomington sits in the rolling hills of southern Indiana, home to Indiana University, Lake Monroe, and the Hoosier National Forest. It is a college town with Big Ten athletics, a strong local business community, live music and arts, and plenty of outdoor recreation, all with a cost of living well below larger metro areas.

HOW TO APPLY

Apply through this posting and include:

- Your resume
- A portfolio or 3 to 5 drawing samples, such as a floor plan, an elevation, and a section
- At least three professional or academic references. We will contact references before making an offer.

We read every application and will reach out to qualified candidates to schedule a conversation and a short review of your drawing samples.

Bailey Weiler Homes is an equal opportunity employer. We welcome applicants of all backgrounds and do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or any other characteristic protected by law.