Project Architect

The Project Architect is responsible to provide design execution and technical leadership to the Project Team for all phases of a project’s development. The successful candidate must have the ability to plan and meet project deadlines, the ability to lead a project team, and a holistic understanding of design and construction process.

RESPONSIBILITIES

Develop facility programs and preliminary design options and studies for projects.
Prepare presentation quality drawings for Owner meetings and approvals.
Plan, organize, and manage architectural design and documentation for all phases of a project.
Develop and prepare construction drawings and specifications in a manner consistent with professional standards.
Preparation of cost estimates and project budgets.
Provide designs and documents that comply with applicable building and accessibility codes.
Assist the Project Manager by attending client meetings and writing meeting notes.
Coordinate with subconsultants to ensure that project goals and quality standards are met.
Provide construction administration for a project which may include review of shop drawings, site visits, and review of project conditions.

POSITION QUALIFICATIONS

A Bachelor’s degree in Architecture
Licensed architect in the state of IN or NCARB certified
Minimum 5 years’ experience in commercial facility design that includes higher education, K-12 or other institutional facilities.

CAD (required)
REVIT (preferred)
Sketchup, Adobe Creative Suite (preferred)
Must be able to foster long-lasting relationships with clients and community

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