Job Title: Architectural Department Manager  
Job Category: Management  
Location: Indianapolis  
Travel Required: Some In-State Travel Required  
Level/Salary Range: Level/Salary Range  
Position Type: Full time  

External Posting URL: External Posting URL  
Internal Posting URL: Internal Posting URL  

Job Description

ROLE
The Architectural Department Manager is responsible for developing the designs of Commercial, Industrial, and Higher Ed construction projects and managing both staff and design budgets. The successful candidate must focus in technical documentation and coordination in addition to serving as the interface between the design staff, subconsultants, and the clients.

RESPONSIBILITIES

• Plan, organize, and manage architectural activities within the organization
• Review project plans and approve architectural specifications contained in the plan.
• Oversee and prepare feasibility studies and reports, making sure that designs comply with current standards and that all documents are accurate and consistent.
• Establish, review, and schedule work priorities of personnel in the architectural department.
• Alter personnel workload assignments as needed; doing it in a flexible manner, taking steps to ensure that workload across all personnel is evenly distributed.
• Lead, mentor, and motivate personnel in-order to ensure their personal goals, safety, well-being, and service are consistent with the overall goals and standards of the organization.
• Monitor the preparation of documents and contracts for construction projects and related professional services.
• Prepare and review proposals, budgets, invoices, and supplementals for all architectural projects.
• Monitor the performance of subconsultants and contractors to ensure that all projects pass QAQC and that all requirements are carried out.

SKILLS AND QUALIFICATIONS
Bachelor’s degree in architecture  
Licensed architect in the state of IN or NCARB certified  
10 years’ experience in Architectural Consulting  
CAD (required)
REVIT (preferred)
Must be able to foster long-lasting relationships with clients and community

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