Job Title: Architecture Project Manager  
Job Category: Professional  
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

Provides client and project leadership focusing on meeting project goals which include clients mission, scope, schedule, and budget. The position emphasizes high quality leadership and client satisfaction as its core principal.

The Project Manager is responsible for managing and developing project designs of Commercial, Industrial, Higher Ed, and Municipal projects through all phases of design and construction. The successful candidate must demonstrate the ability to facilitate and lead projects ranging up to $8,000,000. Your role will include serving as the interface between the design staff, subconsultants, and the clients.

RESPONSIBILITIES

• Plan, organize, and manage the Project Design Team and Client needs for multiple projects.
• Develop and review project scope, schedule, and budget for the duration of a project.
• Oversee the project design strategies driving goal setting and decision making for the client.
• Oversee the preparation and review project drawings and specifications.
• Oversee and prepare feasibility studies and reports, making sure that designs comply with current standards and that all documents are accurate and consistent.
• Assist with review and schedule of work priorities of personnel on assigned projects.
• Lead, mentor, and motivate personnel to ensure their personal goals, safety, well-being, and service are consistent with the overall goals and standards of the organization.
• Oversee and facilitate 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
Minimum 10 years’ experience in Architecture
CAD (required)
REVIT (preferred)
Must be able to foster long-lasting relationships with clients and community

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