Job Description | Project Architect

**Summary:**

Etica Group is a growing architectural and engineering firm looking to add to the architecture department in its Indianapolis office. The department is responsible for the execution of all architecture projects and this role is responsible for providing 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.

**Skills & Qualifications:**

- B.S. Architecture | required
- Licensed architect in the State of IN or NCARB certified | required
- Minimum 5 years’ experience in commercial facility design that includes higher education, K-21 or other institutional facilities | required
- CAD | required
- REVIT | preferred
- Adobe Creative Suite | preferred

Please send resumes, cover letters, etc. to: yourfuture@eticagroup.com.