

As a small local architecture firm we find ourselves with a variety of unique and interesting projects and are looking for an individual that could make an immediate impact on the entire process. We are looking for someone who has office experience and can take a lead role on both design and production in a team environment. Please include resume **with samples of work** for consideration to admin@cwarchitect.net.

This **Architect / Project Manager** position is responsible for interpreting, organizing, executing and coordinating assignments. Plans and develops architectural projects concerning unique and complex projects. Responsible for architectural designs in support of projects involving building construction, facility renovation, and rehabilitation of structures. Responsibilities include; project management, architectural design, construction cost estimating, construction specifications, scheduling, construction observation. Manage and coordinate work of outside consultants. Assure compliance with company standards and customer defined project goals and objectives.

## **HOW YOU WILL CONTRIBUTE**

### **Project Management and Design**

- Develop detailed project schedules
- Develop original design concepts
- Analyze and resolve technical challenges, code compliance, conduct feasibility studies, cost estimates
- Assist in the architectural design process and help develop alternative solutions and presentation graphics used to communicate concepts to the client or for agency approval
- Develop construction documents
- Secure all plan reviews and zoning approvals from authorities required
- Red line edit details and drawings
- Mentor staff

### **Construction Administration**

- Participate in job-site coordination meetings and design team meetings
- Review and approval of submittals
- Responses to RFIs (Request for Information)
- Observe construction compliance with contract documents to ensure quality
- Prepare close-out documents
- Bachelor of Architecture Degree preferred
- 5+ years of professional experience in commercial projects
- Must be a licensed Architect in the state of Wisconsin
- Proficiency in AutoCad, Revit Architecture, Sketchup w/Twilight, InDesign, Photoshop. Advanced digital modeling and rendering skills a plus.
- Must have strong Project Architect experience background
- Must have strong presentation skills. Excellent verbal, written and graphic communication skills.
- Passion for design, client service and collaboration.
- Must be able to thrive in a close small team environment.

Salary competitive based on experience.