

## project architect (any level)

### About This Job:

We are looking for a Project Architect to join our firm. Our ideal candidate is a talented, licensed architect and designer who is well-organized, creative, an excellent communicator, interested in designing in multiple market sectors, and is looking for professional growth and responsibility. Daily responsibilities include leading a design team within the office as well as coordinating with outside consultants and project stakeholders. HDG encourages your own imaginative thinking and design process and looks forward to expanding our Firm's creative basis by incorporating your strengths into our workflow.

### In your New Role, You Will:

- Lead multidisciplinary project teams and consultants.
- Manage multiple aspects of client, team, and project coordination.
- Manage communications between project team, client, vendors, contractors, and consultants.
- Review and contribute to proposals by working with the Marketing Manager to prepare presentation materials, statements of qualifications, building consultant teams, and participating in interviews.
- Lead presentations of design ideas, concepts, and milestone reports to clients.
- Provide technical guidance and innovative solutions to resolve complex technical and design challenges.
- Develop project specifications based on technical requirements of projects.
- Conduct on-site observations by attending construction meetings and site visits. Review submittals and respond to RFIs and substitution requests during the construction administration phase.
- Establish and maintain ongoing, productive client relationships.
- Participate in Strategic Planning Committees, aligning with your interests, for the establishment of firm wide goals and ongoing review and improvement of office culture, efficiency, and production.
- Mentor team members and assist in project detailing and construction.
- Guide and mentor less experienced designers throughout all aspects of professional development.
- Work closely with firm leadership to manage overall project delivery and administration.

### Candidates Should Have:

- 5+ years of relevant architectural experience with a portfolio demonstrating project work.
- Accredited Bachelor's or Master's degree in architecture.
- Architectural Registration required.
- Expertise in Revit and Proficiency in Bluebeam.
- Strong leadership, communication, and relationship management skills.
- Ability to manage a project from conceptual design through construction.
- Ability to coordinate and lead a team of design professionals.