

Job Title: Project Architect I**FLSA Status: Exempt****Reports To: Managing Architect / Senior Project Architect**

SUMMARY

Participates in research, planning, and design aspects of building projects for clients by performing some or all of the following duties.

Primary Responsibilities:

Include the following and other duties may be assigned.

- Consults with Managing Architect or Senior Project Architect to help determine functional and spatial requirements of new structure or renovation.
- Assists MA or SPA in planning the layout of project including determination of functional and spatial requirements and assists in preparing information regarding design, specifications, materials, color, and equipment.
- Coordinates with engineering team members to assist the MA or SPA with the integration of engineering systems into a unified design for client review and approval.
- Prepares project plans (scaled drawings) using computer assisted design software and equipment.
- Supports construction administration staff during building construction to help monitor compliance with project plans.
- Receives project direction from the Senior Project Architect and/or Managing Architect.

Job Requirements:

- Must have four years' college or university degree; or four years related experience and/or training; or equivalent combination of education and experience.
- Master's Degree and Professional license.
- 1 to 4 years related experience.
- Must be fluent in reading, writing and speaking the English language.
- Must have the ability to communicate effectively and work efficiently with team members.
- Must have the ability to effectively present information and respond to questions from the MA and SPA.
- Must be proficient in AutoCAD, Revit, Adobe, and Microsoft Office Suite.