

## PROJECT ARCHITECT JOB DESCRIPTION

**The purpose at PlanNorth is to create wonderful opportunities for INDIVIDUAL PEOPLE through a design community.** Whether that's career advancement, support in professional development, the ability to focus on a specialty area, or balancing parenthood with career, we believe that in this environment lies the opportunity to develop your potential in an incredible way. It's important to understand that there are pros and cons to working for a smaller team. One of the incredible benefits is the opportunity to learn and experience every facet of design from being awarded the project to the final ribbon cutting, and everything in between. From day one, you will be an important member of the team on whom everyone will count. With this comes enormous responsibility, but also the opportunity for incredible professional growth. All PlanNorth team members are required to work daily on their own skill and leadership development, working toward expert status in their areas of strength. All team members, regardless of level, are expected to behave as high-performing leaders from day one.

### **Pre-requisite Skills for Consideration:**

- Valid Texas Architectural License
- Masters Degree in Architecture or Equivalent
- Strong, proven design and technical detailing experience
- Drafting, modeling and rendering capabilities including Revit and AutoCAD
- Digital graphic skills including knowledge of software such as the Adobe Creative Suite
- Proven, reliable experience in the craft of construction
- 5-10 years of relevant work experience
- Proficiency in Revit required

### **For this position, abilities and capabilities include:**

1. Join the team with an open mind and a knowledge that there is something to be learned from every member of the team, regardless of their experience level, education level, or position. Show the same respect, consideration, and appreciation to all levels of personnel.
2. Memorize the core values at PlanNorth, and make decisions in keeping with those values that we've all agreed to uphold:
  - We have fun practicing architecture... We chose this profession!
  - We give back generously.
  - We share what we know and ask others to do the same
  - We unite people during a challenge. We act like leaders and bring out the best on all teams.
  - We treat every project like it was our own.
3. Serve as a Project Architect and lead designer on PlanNorth projects. This includes the opportunity to lead a production team from beginning through completion, leading/assisting with the production of construction documents:
  - Revit modeling of medium to large-scale commercial buildings
  - Drawing sheet set-up and coordination
  - Coordination among Revit files to create strong sets of construction documents
  - Creation and Implementation of key design elements
4. Lead, participate and assist team through programming approaches appropriate to the size, scale and complexity of the project. Present and engage the client in programmatic exercises.
5. Develop concepts in response to initial client meetings, leading a team for the creation of conceptual plans, renderings and other presentation-level materials
6. Plan, organize and implement design development efforts. Work to balance expectations and cost concerns, track decisions and client concerns for end-of-project owner satisfaction

7. Work alongside a project manager to implement project schedules
8. Make recommendations and adjust schedules as needed to meet deadlines and target completion dates
9. Mentor and advise design staff on matters pertaining to design
10. Implement and coordinate design alongside consultants with input from firm principals
11. Continue development of operating procedures for drawing production, detail libraries and BIMs project planning in the firm
12. Work alongside team to enrich and monitor drawing quality standards
13. Contribute to quality assurance/control
14. Determine and implement drawing production improvements as needed with support of firm principals
15. Review drawing sets for quality control and coordination, and lead team in completing and distributing check sets correctly
16. Participate in Construction Administration on projects under your leadership/participation
17. Continue one's own professional growth and development in an intentional way, leading by example to other design staff
18. Work with business development team member to attend potential new-client meetings, representing the company as a professional architect with the potential to lead their projects

**Compensation and benefits package includes competitive wages, a hybrid work from home/in-office work schedule, full health insurance, flexible paid time off, 401K vesting options, daily in-house lunches, and paid company holidays.**