

CLAYTON KORTE ARCHITECTURAL STAFF | PROJECT ARCHITECT

Clayton Korte is an architecture and interior design firm known for creating layered, rich places that respond to local context, connect to their environment, highlight craft, and celebrate the human experience. Though projects are diverse in style, type, and geography, an independent yet ever-gracious spirit animates them all. This intangible hallmark is Clayton Korte's signature.

Job Brief

A Project Architect is a licensed architect with 7 or more years of work experience. They are responsible for oversight of coordination of all project efforts, administrative and technical, on several projects, in order to ensure effective execution. They serve as a primary client liaison and actively manage client budgets, schedules, programs, project communication and documentation, and office administrative tasks. They estimate the scope of work and oversee less experienced project staff. A Project Architect ensures proper coordination with building design consultants, trades and agencies. They have responsibility for preparing presentation and design drawings, monitoring construction drawings and directly contribute to architectural project design and production, business development, marketing, office management, and strategy.

Responsibilities

- Lead project design efforts within a collaborative team structure and contribute to the development of design concepts for design projects of all types and scales;
- Utilize freehand sketching, computer, and graphic resources to effectively and efficiently analyze and convey design concepts or solutions;
- Redline, review, and ensure quality of design documentation at all phases of design;
- Ensure project budgets, schedules and deadlines are met and communicate to the Client;
- Request consultant proposals, review scope and fee, and hire;
- Review coordination of consultant work into project design documents;
- Maintain communication of project status and staff needs to Principals and Partners;
- Maintain ongoing development of office and CK Document Management Manual standards and enforce through redlines;
- Apply knowledge of alternative construction materials and assemblies, as well as sustainable technology;
- Manage staff assignments between projects;
- Ensure daily staff compliance with office rules and procedures: enforce a clean and orderly office;
- Continuing education through seminars and participation in professional activities;
- Provide mentorship to younger staff;
- Communication:
 - Provide consistent self-awareness; regulate mood and accurately gauge how it affects others
 - Provide self-management of emotion and act with honesty and integrity, adapt with individual situations
 - Provide an exemplar of social awareness; read the currents of client and employee emotion and provide empathy and understanding. Resonate with others.
 - Must be a resonant leader; communicate clearly and convincingly, disarm conflict, and build strong personal bonds. Spread enthusiasm and solve disagreements with humor and kindness.

Requirements

- Registered Architect; if not currently licensed to seek licensure;
- Graduation from an accredited college or university with a professional architecture degree. Graduate level or professional historic preservation, real estate development, or urban design experience if combined with construction experience or a pre-professional architecture degree may be substituted for a professional degree;
- Ability to effectively communicate with Client, Contractors, Consultants, and Building Officials;
- Ability to detail materials beautifully, proving knowledge of construction assemblies;
- High-level understanding of building code, zoning ordinance, and TAS requirements;
- High-level understanding of construction sequencing, materials, and methods;
- Fluency in Microsoft Windows, Office, Revit and Adobe Suite

Reports to: Principals, Partners, Associate Partners

TO APPLY: Email cover letter, resume and work sample (max 15mb) to careers@claytonkorte.com with ARCHITECT in the subject line.