

## CLAYTON KORTE ARCHITECTURAL STAFF | PROJECT MANAGER

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 Manager is a licensed architect or is seeking licensure, with 5 or more years of work experience. They coordinate project design for several projects, develop creative-design concepts, and prepares presentation and design drawings. They provide leadership and support on architectural project design and production and oversee less experienced project staff. They provide support in business development, marketing, and office management.

### **Responsibilities**

- Facilitate 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;
- Produce design documentation at all phases of design;
- Maintain project budgets, schedules and deadlines and report to other staff and consultants collaborating on the projects;
- Coordinate consultant work into project design documents;
- Enforce adherence to office standards and the CK Document Management Manual;
- Maintain fluid communication between all parties to a project team;
- Coordinate projects through design and documentation phases, permitting, bidding & negotiation and construction administration, as well as project close-out.
- Learning more in-depth knowledge of alternative construction materials and assemblies, as well as sustainable technology;
- Learning staff management skills;
- Continuing education through seminars and participation in professional activities;
- 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, Directors, Project Architects

**TO APPLY:** Email cover letter, resume and work sample (max 15mb) to [careers@claytonkorte.com](mailto:careers@claytonkorte.com) with PROJECT MANAGER in the subject line.