

PROJECT DESIGNER

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 Designer is a licensed architect or is seeking licensure, preferably with 5 or more years of work experience. They provide leadership and support on architectural project design and production, and secondarily on business development and marketing, and office management.

Responsibilities

- Assist with 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;
- Adherence to project budget, schedule and deadlines at Project Architect/Manager direction;
- Adherence to office standards and the CK Document Management Manual;
- Assist with the daily upkeep of a clean and orderly office: monitoring front door and deliveries, taking messages;
- Filing, emptying trash and recycle, keeping break room and rest rooms clean, etc.;
- Learning how to communicate effectively with Clients, Contractors, Consultants, and Building Officials;
- Learning how to detail materials beautifully and gaining knowledge of construction assemblies;

Requirements

- 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 architecture degree;
- Understanding of building code, zoning ordinance, and TAS requirements.
- Understanding of construction sequencing, materials, and methods.
- Understanding of the components and organization of a set of architectural drawings;
- Fluency in Microsoft Windows, Office, Sketchup, Revit and Adobe Suite
- 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.

Reports to: Project Manager, Project Architects, Directors, Associate Partners, Partners, Principals