

## CLAYTON KORTE ARCHITECTURAL STAFF | PROJECT MANAGER

**Clayton Korte** is an Austin and San Antonio, Texas-based architecture and interior design firm. The award-winning firm is known for creating layered, rich places that respond to local context, connect to their environment, highlight craft, and celebrate the human experience. The firm's work can be found across the country and encompasses a wide range of project types—residences, hospitality projects such as wineries, boutique hotels, and restaurants, as well as civic projects including park facilities. 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. For more information about our projects and firm, please visit us on @clayton\_korte or claytonkorte.com.

**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 architecture degree;
- Ability to effectively communicate with Clients, 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, Project Architects

## **What we offer**

- A creative work environment
- An opportunity to grow professionally
- Work on exciting projects across the country
- Competitive salary based on qualifications and experience
- Health, vision, and dental benefits
- FSA opportunities
- 401(k) retirement savings and 3% company match
- Generous and flexible PTO
- Bonus opportunities

Clayton Korte is committed to an environment of mutual respect, and seeks to cultivate an inclusive, welcoming, and collaborative community.

Please send cover letter, resume and representative work samples with indication of your role on the projects submitted max 15MB PDF (no links, please), to [careers@claytonkorte.com](mailto:careers@claytonkorte.com) with 'PROJECT MANAGER' in the subject line. We will acknowledge receipt of your application, but only candidates being considered for a position will be contacted.