PROJECT ARCHITECT
(Architecture Technical)

CR architecture + design has an exciting opportunity for experienced Project Architects. Please refer to the description below and if you are confident your skills and experience align, we strongly encourage you to apply. We look forward to hearing from you and learning more about you.

CR Office Locations: Chicago, Cincinnati, Detroit, Dallas, Seattle, Denver

ABOUT FIRM

At CR we have a passion for solving complex problems. CR provides innovative solutions through our architecture, interior design, and engineering services. From planning, design and documentation to project close out services, we provide a vast suite of capabilities. By partnering with our clients, integrating the experience of our team, and involving experts at every level, we bring our clients’ visions to life. We are in the business of Architecture and identifying responsibilities and measurables is how we ensure success.

CR’s core values are the behavior and mindset that support our vision and mission by shaping our culture and reflecting what is most important to us as a business. They guide our actions and decisions, unite our team members, and define our brand.

Passion + Collaboration + Integrity + Innovation

ABOUT THE ROLE

The Project Architect is responsible for leading, coordinating, developing, and delivering architecture projects of various complexity/scope. A Project Architect is primarily responsible for overseeing the resource planning, design and technical efforts, will serve as a subject matter expert, lead, manage and hold internal and external project team members accountable, train and mentor junior staff and reinforce CR’s culture. A Project Architect is accountable for the successful delivery of projects which meet the quality standards of CR and within the allocated budget and timeframe.

WHAT YOU WILL DO

- Lead and participate in the development of design and technical documentation in various project phases.
- Direct and oversee high-quality documentation, provide guidance with design and technical detailing, and explore new solutions.
- Execute creative solutions to design challenges that are cost-effective, functional and durable, resulting in minimal client requested revisions due to quality of work.
- Lead coordination efforts with internal and external teams and associated stakeholders.
- Utilize hand drawings, sketches and/or software to produce design deliverables.
- Utilize Revit/BIM/CAD and other software to produce technical deliverables.
- Analyze, interpret, and apply applicable codes, regulations, and requirements.
- Lead site surveys, generate technical reports, and offer recommendations based on findings.
- Perform code research and generation of code summary report.
- Develop project technical specifications and manage client standards.
- Conduct quality assurance and quality control to ensure construction documents meet the design intent and CR standards.
- Oversee and perform construction administration duties.
- Attend client meetings and effectively participate to help to win work in interviews for potential projects.
- Represent the firm during architectural design and public approval processes.
- Provide oversight and monitor the work of less experienced team members.
- Keep the Client Leader and client informed of progress on project expectations, deadlines, and deliverables.
- Assist the Client Leader in developing the project plan.
- Training and mentoring junior team members.
- Consistently monitor project progress and identify internal or external issues that could possibly impact project success and put forth recovery options.
- Maintain a professional attitude and demeanor along with full time, in-person and punctual attendance.

ABOUT YOUR QUALIFICATIONS

- Bachelor’s or Master’s degree in architecture from an accredited institution along with 10+ years of related experience and professional registration is required to be considered for a senior level position. 5+ years of related experience and actively pursuing professional registration is required to be considered for a junior level position.
- Highly proficient in Revit and/or AutoCAD with the ability to effectively execute project and direct others to do the same is required.
Thorough understanding of all phases of architectural document production and the relationship between drawings and specifications is required.

Extensive knowledge of building construction systems means and methods, materials, and industry standards is required.

Extensive knowledge of typical project deliveries such as Design/Bid/Build and Design/Build is required.

Extensive knowledge of the requirements associated with the development of conceptual design, schematic design, design development and construction document packages is required.

Ability to perform quality assurance and quality control processes is required.

Thorough knowledge and ability to apply accessibility codes and applicable building codes is required.

Thorough understanding of the permitting and entitlement process is required.

Experience with a variety of project types within CR’s targeted market sectors is preferred.

Ability to effectively manage multiple deadlines and priorities is required.

Ability to participate and collaborate in a project team setting is required.

Exceptional communications skills including written, verbal, and presentation is required.

**PHYSICAL & MENTAL DEMANDS**

- Ability to perform assigned duties with minimum supervision is required.
- Ability to remain sedentary for extended lengths of time and occasionally move about inside the office to access file cabinets, office equipment, etc. is required.
- Ability to constantly operate a computer and other office equipment and frequently communicate and exchange information with internal and external parties is required.
- Ability to drive/travel during the workday and/or overnight travel as needed is required.
- Field work may include exposure to the elements including inclement weather.

**DISCLAIMER**

This job description is designed to provide a general overview of the requirements of the job and does not entail a comprehensive listing of all activities, duties, or responsibilities that will be required in this position. The employee may be required to follow any other instructions and to perform any other duties requested by his or her supervisor. The employee must also be able to perform the essential functions of the position satisfactorily.

*CR architecture + design is an Equal Opportunity Employer and all employment decisions are made on a non-discriminatory basis, and without regard to sex, race, color, age, national origin, religion, disability, veteran status, or any other status protected by applicable national, federal, state or local law.*

Please click on link to access our Careers page on our website to apply: [https://cr-architects.com/careers/](https://cr-architects.com/careers/)