

DIGSAU

Senior Architect/Project Manager

DIGSAU is an award-winning firm practicing contemporary architecture, urbanism and environmental design. We are recognized for our expertise in providing unique, high-quality, and sustainable design solutions for a diverse client group. Our office operates as an open studio and values design excellence, collaboration, friendliness, and a shared commitment to our colleagues and clients.

We are seeking a high-energy Senior Architect/Project Manager who would join our leadership team with the title of “Associate” and would report directly to the firm Principals.

The successful applicant will be a self-motivated and creative problem-solver, exhibiting strong management and design skills. Candidates should be fluent in digital and physical three-dimensional modeling, demonstrate strong graphic communication skills, be passionate about design and architecture and possess the ability to inspire and motivate others. The position requires the ability to lead, manage and collaborate with multiple team members and firm leadership, coordinate the efforts of consultants, and an ability to tackle new and complex challenges.

Primary Job Responsibilities

- Coordinate all project efforts in order to ensure effective execution, prepare strategic plans, and serve as primary client liaison.
- Estimate scope of work and oversee and monitor less experienced project architects and design staff.
- Responsible for coordination of all project efforts, administrative and technical, to ensure the most efficient and cost-effective execution of assigned projects.
- Prepare strategic plans for project success.
- Serve as primary liaison contact with clients to complete projects on schedule, within budget, and with maximum client satisfaction.
- Actively manage client budgets, schedules, and programs; budget and schedule; project communications and documentation; office administrative tasks; and project team assignments.
- Estimate fees, determine scope of work, and prepare proposals and contracts on the most complex projects.
- Plan and develop medium-to-large projects with many complexities under minimal supervision.
- Demonstrate an ability to work on multiple projects while meeting budget and schedule constraints.
- Lead firm initiatives and participate activities that strengthen our culture, knowledge base, and capabilities.
- Nurture previous and existing client relationships to create project opportunities that will elevate future work.
- Participate in project pursuits, including writing and editing qualifications and proposal responses, along with structuring and delivering project interviews.
- Represent the firm outside the office through involvement in professional organizations and related business events.

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Qualifications

- A professional degree in architecture from an accredited program.
- Completion of Professional Licensure strongly preferred.
- 15 or more years professional experience.
- Exceptional design skills.
- Demonstrated success managing large, complex projects and multi-disciplinary teams.
- Excellent team leadership, communication and collaboration skills.
- Ability to work independently and/or manage a team and clearly delegate tasks.
- Fluency in Revit, Rhino, Bluebeam, and Adobe Creative Suite.
- Willingness to teach and learn.
- Enthusiasm, passion, and curiosity that motivates others.

DIGSAU is an Equal Opportunity Employer. Salary is commensurate with experience and skill. It may be necessary to work occasional late nights and weekends.

Interested applicants should send a CV and portfolio as a combined PDF file (no larger than 5MB) to: employment@digitsau.com No phone calls, please.