

Registered Architect

Senior Project Architect, Director of Architecture
(Position based upon qualifications)

Who We Are

Mitsch Design is a leading national commercial interior design, architectural, branding firm and Furniture Dealership who is known for its innovative thinking and expert implementation of design. With 26 years of company history, this Certified Women-Owned Business has completed award-winning projects locally, regionally, and nationally. Areas of expertise include: Corporate, Healthcare, Higher Education, Hospitality, Multi-Family and Senior Care. Mitsch Design has been shaped around a core of cultural emphasis for our staff and influences the way we approach Client solutions to reinforce their own culture. The Mitsch Design team consists of experienced NCIDQ certified designers, licensed architects and skilled procurement team members. We are large enough to handle projects of virtually any scope, and offer a broad range of services. If you are personally committed to "being the best" at what you do, we encourage you to consider joining our team.

The Opportunity

We are currently looking for a full-time registered architect (NCARB) to add to our team; the position is based in the Indianapolis area and will provide leadership and execution to our architectural projects. You will partner with our A&D Staff and Business Developers to lead Architectural projects (Core and Shell and Interior Architecture) to solutions that Mitsch Design has become known to deliver. We desire that this position would participate in sales presentations, contract writing and evaluation, networking events, working into a larger role as a higher level leader in company. We have a strong commitment to grow and innovate our industry. We are looking for highly motivated individuals that want to create more for their future.

Position Responsibilities (ability depending)

- Provide project team leadership in coordinating execution of design intent into the construction documentation, specifications, and throughout construction administration.
- Manage project timelines, schedules, resources and project budget.
- Resolve complex technical/design issues and provides guidance to team and consultants.
- Participate in and lead team discussions on technical and other project related issues.
- Prepare and ensure accuracy of technical documents.
- Develop and cultivate Client relationships.
- Depending on skills and personal attributes fit this person could play a role in leadership group and have impact to strategic company goals.

Position Requirements

- Architectural Registration required. Willingness and ability to pursue registration in other states.
- Professional Degree in Architecture.
- 12+ years' experience in architectural practice.
- Demonstrated leadership and experience with broad project teams.
- Experienced in client interaction.
- Demonstrated experience in construction document preparation, bid review, construction administration and field observation.
- Must be able to multi-task, be a team player, possess a can-do attitude, be a self-starter.
- Revit experience, Strong AutoCAD, Excel, Sketch Up and other 3D sketch software, MS Office, Adobe Creative Suite.
- Strong knowledge building codes and regulations.

- LEED accreditation is preferred.
- Multifamily and Corporate Office experience preferred.

RESUME MUST BE ACCOMPANIED WITH A PORTFOLIO OR SAMPLES OF WORK IN ORDER TO BE CONSIDERED.

What We Offer

- Base salary depending on experience and skill set
- Paid public holidays, generous number of paid vacation days, professional education days
- Medical, Dental, Vision, Disability and Life Insurance
- Retirement savings plan with percentage contribution match
- Voluntary insurance plan options
- Cell phone cost reduction plan (spouse optional)
- HSA amount contribution match
- Leadership and personal development course scholarship