



**RealAmerica Design** is seeking a full-time experienced Project Architect to join our team. We offer competitive wages, bonuses and benefits. To learn more about us, please visit our website at [www.realamericallc.com](http://www.realamericallc.com).

**Principal Objective of Position:** The Project Architect will be responsible for managing architectural projects from design conception, through assembling construction documents, to over-seeing Contract Administration. The PA will work with the Director of Design, associates from Development and Construction to collaborate on project formation & execution. Current project types include multi-family, office, retail, and hospitality. The PA will actively manage project communication, documentation, and coordinate work with external consultants.

### **Requirements:**

#### **Training/Education**

- Accredited Degree in Architecture (Bachelors or Masters of Architecture)
- Minimum 5+ years of experience in the architecture field
- Licensure in Indiana preferred, but not required
- Project Management experience required (\$5 million+ construction budgets)
- Valid Driver's License.

#### **Special Requirements**

- Must have knowledge and experience preparing construction documents
- Must have some understanding of the related construction process
- Must be able to communicate design/construction intent via computer generated sketches or hand drawings
- Must have highly developed written & interpersonal skills
- Ability to prioritize tasks & self-manage work processes with minimal oversight
- Ability to adjust work pace as circumstances dictate
- Ability to communicate to a wide range of audiences (internal & external)
- Ability to rapidly generate ideas
- Able to work and produce outcomes with little supervision
- Proficient with AutoCAD (required)
- Proficient with SketchUp (highly preferred)
- Proficient with Adobe Creative Suite (preferred)
- Proficient with Bluebeam (preferred)

#### **Responsibilities**

- Approach all tasks with an eye for design

- Assist project team in development project vision and design concepts
- Assist Director of Design in assuring that project vision is carried through all phases of design
- Ability to perform tasks exercising discretion and independent judgement
- Create sketches, drawings, interior design boards, product solutions, interior and exterior modeling, etc., as necessary, to communicate design intent
- With direction, generate design documents
- Coordinate different drawings into one coherent set
- Research building code as it applies to each specific project
- Act as liaison to contractors and consultant throughout design and construction phases
- Develop and manage team's production of construction documents to accurately communicate design intent
- Maintain RealAmerica's CAD architectural standards for project team
- Coordinate architectural & consultant drawings to ensure consistency in construction documents
- Assemble construction document sets with guidance from Director of Design
- Work with Director of Design to manage staffing and project related deadlines
- Establish and maintain project data files
- Assist Director of Design in construction administration process by attending site visits & issuing construction sketches
- Encourage teamwork and positive team communication
- Other duties as assigned by the Director of Design

**Dress Code:** Business Casual

If this describes you, please email your resume and/or portfolio to: Jenny Banks - [jbanks@realamericallc.com](mailto:jbanks@realamericallc.com).

A valid driver's license, background and DMV check and drug screen will be required upon acceptance of an offer to the candidate.