

WE ARE HIRING

Join our Team

Synthesis Incorporated is an Indianapolis-based architecture and interior design firm with a focus in a wide range of project types including civic, health care, higher education, life science, senior living, mixed use/multi-family housing, and corporate projects.

Our philosophy: encourage a free exchange of ideas ensuring design solutions that inspire engagement, support client goals, and enhance quality of life.

ARCHITECTURAL PROJECT MANAGER

Synthesis Incorporated is currently seeking an experienced Architectural Project Manager for our studio to provide management and facilitation of the architectural design and construction process, participate in creation of design solutions, develop design & construction documentation. This client-facing role offers the opportunity to work in a team environment, across diverse project types, and in multiple project phases.

Duties/Responsibilities

- Facilitate and participate in project kickoffs, client meetings, and design reviews
- Research and develop project design solutions using our Responsible Creativity (SM) process
- Manage and participate in the development of construction documentation in alignment with office and client standards
- Lead and participate in construction administration activities, including submittal reviews, contract change modifications, and field observations
- Structure and manage architectural design projects including development of workplans, team scheduling, and project resource management
- Lead and direct project teams to provide design and construction deliverables including design presentations and construction documentation

Requirements

- Strong interpersonal skills including verbal, written, and visual communication skills
- Strong understanding of design and construction project delivery processes
- Ability to communicate and provide direction to team members in support of project goals and execution, including design and engineering consultants
- Professional licensure is preferred but not required
- Experience preparing design and construction documents using Autodesk Revit
- Understanding of computer software used in a professional, architectural design office such as Adobe Creative Suite, Microsoft Office, Sketchup, Autodesk Revit & AutoCAD
- Ability to communicate and provide direction to team members in support of project goals and execution, including design and engineering consultants
- Willingness to teach and mentor colleagues

Preferred Education & Experience

- Ten or more years of professional experience in an architectural design firm, including direct experience engaging with Clients, Owners, and Engineers
- Bachelor's or Master's degree in Architecture or Architectural Technology from an accredited university
- Some experience serving as Project Manager across multiple design phases
- Proficiency in Autodesk Revit, Microsoft Excel, and preferred project management software
- Experience: Architectural design: 10-15 years (Preferred) Project management: 5 years (Preferred)