



**Job Title:** Project Architect

**Location:** On Site (Fort Wayne, IN)

**Hours:** Full-Time, Monday through Friday, 7 AM to 4 PM

**About Our Company:**

Barton Coe Vilamaa is an architecture and engineering firm of approximately 25 employees with over 55 years in business serving K-12 educational clients throughout central and northern Indiana. Our design practice is service focused and includes architectural, mechanical, and electrical design professionals along with other critical support staff.

**Job Description:**

We are seeking an experienced Project Architect to lead design teams for small and large new construction, addition, and renovation projects. This position requires working closely with clients and collaborating with our in-house architecture and engineering teams and outside subconsultants throughout pre-design, design, construction administration, and post-occupancy phases of projects. We'd love to hear from qualified candidates interested in a fast-paced and fulfilling work environment focused on delivering high quality solutions and leaving a lasting impact on Indiana communities.

**Job Responsibilities and Tasks:**

- Meeting with clients and assessing existing programs/facilities to identify and prioritize wants and needs.
- Managing design team members and subconsultants.
- All phases of the design process.
- Schematic design and design development cost estimating.
- Selection of building materials and equipment.
- Creation of construction documents, specifications, presentation drawings, and renderings.
- Working with construction team members such as construction managers, contractors, and suppliers.
- Travel to project sites and client meetings (reimbursed at IRS rates).

**Required Skills and Qualifications:**

- Accredited Bachelor of Architecture or Master of Architecture degree is required.



- 5+ years' experience as project manager and lead architect on projects ranging from \$5,000,000-\$40,000,000+ is required.
- Indiana Architect's registration or ability and intention to become registered is desired.
- Prior experience designing educational facilities is preferred.
- Knowledge of applicable federal, state, and local building codes.
- Proficiency in Autodesk Revit.
- Proficiency in Microsoft Office Suite.
- Position requires strong organizational skills and time management. Ability to multi-task, prioritize multiple overlapping projects and manage deadlines is critical.
- Initiative to identify areas of need independently and then address them with team input.
- Strong communication and problem-solving skills are required both within the office team setting and with clients, contractors, and consultants.
- Must be able to pass a 7-year criminal history check including misdemeanors and felonies

**Salary:** Based on experience and qualifications.

**Company Benefits:**

- Employer-sponsored health insurance (premiums partially funded) with additional elective dental and vision insurance available (premiums paid by employee).
- Generous paid time off and sick leave.
- 401(k) retirement plan with company contribution.
- Professional development opportunities.
- AIA membership and Indiana licensure fees are paid by the company.

**Application Information:**

Ready to join our team? Then apply now by submitting your application, including your resume and a cover letter to [bohlender@bartoncoevilamaa.com](mailto:bohlender@bartoncoevilamaa.com) or 260-489-9079. Candidates selected for consideration will be contacted for an initial interview, followed by a second interview if applicable. We look forward to receiving your application.