

Project Architect — 3-7 Years Experience

arcDESIGN is an energetic architectural + interiors firm located in downtown Indianapolis that provides an open studio learning environment. We are currently looking to fill a Project Architect position. This person will be responsible for assisting with design, construction document production, and construction administration. Candidate must be a self-starter and able to handle multiple projects and tasks. Prior experience and/or strong interest in Healthcare design or Higher Ed projects is beneficial but not a requisite.

Primary Responsibilities

- Work with the Project Leader and Interior Designer to understand the goals for the team and the project. Work within the framework established to support the delivery of Architecture and Interiors as required to achieve the client's goals for the project.
- Support the Team Leadership in their efforts to “engage architecture at its highest level.”
 - Work with the Architectural team in developing a solution that responds at the highest level to the goals and aspirations of our clients
 - Design, Design, Design!
 - Explore Alternatives to facilitate project design goals
 - Explore Materials to strengthen project design goals
 - Help build the “aD Knowledge Data Base” for use in future projects
 - Utilize critiques, mentoring, etc. to obtain design input
 - Utilize Revit Best Practices
 - Coordination and communication with all consultants and disciplines
 - Construction Documentation
 - Construction Administration
 - Preparing and presenting client presentations
- Engage in Quality Assurance/Quality Control
 - Support the team's goal to deliver projects within budgets, schedules, and criteria established
 - Meet with Product representatives to understand product alternatives and proper specifications at the direction of team leadership
 - Design for Compliance with applicable Codes.

Required Skills Include

- Education: Bachelor's or Master's or Professional Degree in Architecture
- Experience: 3-7 years of experience interning or working in a professional architectural setting
- Design Software: Revit experience is required. Working knowledge in Enscape, Microsoft Office, Adobe Creative Suite and other 3D software are beneficial
- Strong graphic design abilities
- Able to work both as part of a team and independently

arcDESIGN Benefits

We encourage every person at arcDESIGN to lead a healthy and balanced life. We offer a wide range of benefits for our employees and their immediate families.

Our benefits include health insurance, short-term and long-term disability, life insurance, learning and development programs, paid parking, 401k retirement plan with match, and a flexible PTO policy. Additionally, a Learning Stipend and a Wellness Stipend is available for full-time employees. Dental and vision coverage is available in group rates, paid for by the Employee. Our PTO policy provides employees maximum flexibility by relying on employee accountability. For flexibility, arcDESIGN offers a hybrid work schedule combining in office and remote workdays. We hire the best, and the best can manage their workloads, personal schedules, and time away from the office in a responsible and professional way.

arcDESIGN is an Equal Opportunity Employer. All qualified individuals are encouraged to apply, regardless of race, gender, religion, age, national origin, disability, veteran status or sexual orientation. Insurance requirements mandate that criminal background checks must be obtained on all new arcDESIGN employees.