

Project Architect / Project Manager

Progress Studio | Indianapolis, IN | Hybrid
Full-time

Progress Studio's project list spans dental and healthcare build-outs, hospitality, workplace, franchise, and ground-up commercial work — and we're seeking a leader who can run that work end to end, from the first client meeting through construction administration. This role owns the schedule, the consultant team, and the client relationship on every project it touches.

About Progress Studio

Progress Studio is an Indianapolis architecture and interior design firm working on commercial, healthcare, dental, hospitality, workplace, and multi-family projects across Indianapolis, Atlanta, and other regional markets. We take projects from site planning and programming through construction documents, permitting, and field observation — coordinating closely with structural, MEP, and civil consultants along the way. We're a small, project-heavy team, so this role carries real authority over how projects get run, not just a piece of the process.

About the Role

In this role, you'll be running multiple concurrent projects and leadership responsibilities — maintaining project schedules through client and consultant portals in coordination with other senior leadership directors, developing and coordinating project scopes and fees with principal architect, coordinating consultant and engineering disciplines per project through email and other channels, reviewing construction documents for accuracy and code compliance, and serving as the main point of contact for clients and contractors as one of the main faces of Progress Studio. You'll be the person who keeps a project moving from a programming conversation to a stamped permit set to a finished building, catching the issues that would otherwise surface mid-construction.

What You'll Do

- Lead day-to-day management of architecture and interior design projects, from initial programming through construction administration
- Develop and maintain project schedules, fee tracking, and scope across multiple concurrent projects
- Coordinate structural, MEP, civil, and other consultants to keep design and documentation aligned
- Review and produce construction documents, checking for code compliance, accuracy, and buildability
- Serve as the primary point of contact for clients, contractors, and permitting officials throughout a project's lifecycle
- Manage permitting submissions and respond to plan review comments
- Conduct site visits and construction administration, including RFI responses, submittal review, and field observation reports
- Mentor junior staff and support quality control across project deliverables

What We're Looking For

Required:

- 8+ years of experience in architecture or project management within commercial design and construction (tenant build-out, ground-up, dental, healthcare, and/or hospitality preferred)
- Licensed architect in Indiana or actively pursuing licensure (Project Architect track) — with a strong construction, owner's-rep project management, or senior interior design background
- Strong working knowledge of building codes, zoning, and permitting processes in Indiana, Georgia, and the United States; multi-jurisdictional experience is a plus
- High Proficiency in Revit and experience managing full construction document sets
- Demonstrated ability to manage project budgets, schedules, and consultant teams
- Excellent written and verbal communication skills, with direct client-facing experience

Preferred:

- Experience with dental, medical, veterinary, or franchise build-out projects; interior-architecture-heavy experience is also a plus
- Familiarity with multi-family and mixed-use projects; hospitality experience is beneficial
- Experience with client / project management tools
- NCARB certification or licensure in good standing, or actively on a path toward licensure

Benefits

- Tenure-based monthly stipend toward your health insurance plan
- Employer-paid vision, dental, life, and short- and long-term disability insurance
- Simple IRA retirement plan with a 100% company match up to 3% of salary
- AIA membership and other relevant professional association dues covered
- Professional development support, including paid Professional Development/volunteer days each year and annual reimbursement toward certifications, conferences, and training
- 10 paid company holidays
- Generous PTO that grows with tenure
- Hybrid schedule with regular work-from-home flexibility

Compensation & Location

Salary: Commensurate with experience.

This is a hybrid role based out of our Indianapolis office at 220 North College Avenue, with on-site time for client meetings, site visits, and team collaboration.

How to Apply

Send your resume and a portfolio link or PDF to us via the following link:

<https://theprogressstudio.com/careers/architect-project-manager>. We will respond within 5 business days of submission.