



TITLE:

Project Manager / Senior Project Manager

JOB DESCRIPTION:

Risepointe (www.risepointe.com) is a fast-growing architecture, interiors and design firm that specializes in helping churches and Christian Schools develop beautiful and missional places of community, worship and education. We are one company in two locations, both Seattle and Chicago. Our unique design studio seeks to connect people with the communities they love through the following project types: Schools that empower learning; Churches that feel like home; Community Centers that welcome people in; and nonprofits that open doors to their community. Our team is tight, we have a lot of fun, work hard, and are flexible to family and recreational time.

We currently have an opening for a Project Manager. This role will be a leader of a small architecture and design studio and will provide design deliverables from concept through design and construction.

The Project Manager will be part of the architecture studio, providing design deliverables from concept through design and construction. Broadly this will include architectural design, visualization and documentation through modeling, drawing and presentation as well as a willingness to learn and have a working knowledge of permitting, code and jurisdictional requirements. As part of the team this will require collaboration to complete early design guidance packages, design development and construction documents not excluding construction administration.

QUALIFICATIONS:

- Fulfill the duties required of Risepointe staff as outlined
- Be a person of character in all aspects of professional and personal life
- Bachelors or Masters degree in an architectural or building related discipline.
- 5+ years of commercial/architectural design experience
- Architecture license is not required, but pursuit of licensure is highly encouraged
- Experience with educational spaces is desired but not required

KNOWLEDGE AND SKILLS

- Strong technical capabilities to manage numerous projects at the same time from start to completion.
- Proficiency in Autodesk Revit, AutoCad, Adobe CS, Sketchup,
- Strong 3-D modeling and visualization experience
- Working knowledge of architectural drawing standards.
- Sketching: conceptual designs, elevations and perspectives. The ability to quickly convey an idea through drawing.
- Knowledge of standard commercial building construction from shell and core to tenant improvement.
- Basic knowledge of building codes and ADA requirements.
- Ability to delegate and lead a small team to accomplish design milestones

SPECIFIC DUTIES & RESPONSIBILITIES:

- Responsible to assist in all phases of projects – from inception to completion
- Track and communicate issues and risks to project parameters
- Use of design and documentation tools to effectively communicate project details
- Collaborate on multiple projects simultaneously.
- Develop concept design and final design package as defined by project contract
- Site visits including travel to ensure project parameters and quality.
- Work with leadership and other project stakeholders to understand project requirements
- Facilitate discussions with internal departments to define scope of work
- Coordination of Project Engineers and Sub-Consultants
- Leading projects through land use and managing requirements with local jurisdictions

Schedule: Monday - Friday

Hours: 45+ per week (must be available for misc. special events, meetings, etc. as needed)

Vacation: Paid time off as well as generous vacation benefits and company-wide holidays.

Benefits: 401k Plan, Health Insurance