

Position Description: Project Level Architect with 3-12 years of experience

Location: Fort Wayne, Indiana

Full-time position

At Design Collaborative, our mission is to improve people's worlds — in everything we do. That includes not only our clients, but our employees. We want our employees to push boundaries, be creative thinkers, and challenge assumptions to better meet the needs of our clients and grow our portfolio. We believe our work makes a difference in our clients' lives, and we pride ourselves in our ability to collaborate and involve them in the process of design.

Key Responsibilities

- Participation in project design at various stages, from Concept to Design Development, Construction Documentation and Construction Administration, working under the guidance of a project team.
- Tasks may include, but are not limited to:
 - Presentation graphics preparation
 - Verbal presentation and communication of ideas to clients, contractors, and colleagues
 - Drafting, and utilizing BIM software
 - Working with the project team to develop ideas, details, and solutions
 - Ability to complete a full set of construction documents
 - Ability to process submittals, RFIs, substitution requests, etc., during construction
- Conduct on-site observations and document site reviews
- Key participant in client and project team meetings
- Comply with company policies

Qualifications

- Successful completion of an NCARB accredited Master or Bachelor of Architecture program with a minimum of 3-12 years of applicable experience
- Familiarity with BIM modeling
- Autodesk Revit, AutoCAD, and Adobe Creative Suite experience
- Ability to meet deadlines and prioritize multiple projects
- Communicate clearly and effectively

Other Skills Preferred

- Exercises sound time management and organizational skills
- Demonstrates strong written and verbal communication
- Ensures an attention to detail when handling projects
- Ability to prioritize time and multitask

Please submit resumes and a 3-5 page work sample (under 5MB) to work@designcollaborative.com.