



## Project Manager I

Location: Brooklyn, NY

Posted: May 2022

Type: Full-time, permanent

Pay: Salaried Exempt, \$65,000–80,000

---

### Overview

We are seeking a Project Manager I to join our team starting immediately. The primary role of the position is to manage custom fabrication projects from the project onboarding phase through installation by coordinating with clients, suppliers, contractors, and staff to successfully fulfill project deliverables according to time-sensitive milestones and deadlines. Depending on the project size and staffing, candidates might also be responsible for 3D modeling and drafting of shop drawings and production drawings as well as delegating these tasks to others. Additional duties include researching products/materials, general team management, and fabrication oversight. Prior experience in a custom fabrication or construction environment is required.

Day-to-day, the person in this role will manage and delegate tasks to the project team, as well as coordinate with the client and external parties. Given that our company creates physical objects this position primarily requires an on-location (non-remote) presence, though a limited amount of remote work is possible. **Note that this is not an architectural designer job.**

### Qualifications

- Bachelor's degree in Architecture or related field.
- 4–7 years of experience in Architecture, Engineering, Construction (AEC), or related fields.
- Demonstrated leadership qualities (e.g. communication skills, ability to delegate, etc.); prior experience leading teams preferred.
- Ability to read/understand construction/shop drawings.
- Proficiency with the following general computer softwares and applications:
  - Google Workspace, Drive, Docs, Slides, Sheets, Mail, and other Google Apps
  - Adobe Creative Cloud Suite
- Advanced proficiency in Rhino 3D and other CAD software preferred.
- Proficiency in Grasshopper is a plus
- Knowledge of shop math and ability to work with shop tools preferred.

SITU offers great benefits, reasonable working hours, and the opportunity to support creative, thoughtful projects in a shop / studio environment. Benefits include employer health (including two fully funded options), dental, vision, life, and long term disability insurance plans, One Medical membership, two weeks paid vacation, and other perks such as subsidized CitiBike memberships and highly reduced parking passes through the Brooklyn Navy Yard. After a year of work, you are eligible to contribute to a 401(k) plan through the business, and SITU will match your contributions, dollar for dollar, up to 4% of your annual pay.

Compensation commensurate with experience.

---

### SITU

Brooklyn Navy Yard, 141 Flushing Ave  
Bldg 77, Suite 508, Brooklyn, NY 11205  
(718) 237-5795  
situ.nyc

## About You

We don't know you yet, but we imagine that you have a broad set of interests and skills, and that you wouldn't be happy focusing on just one of them. You have been working in an AEC-related field for at least five years and are looking for a company to get excited about.

At your core, you are a creative problem solver who knows how to apply your wide-ranging knowledge and skills to new and unfamiliar challenges. You are equipped with a strong sense of organization, communication, and time management. You have a passion for making and materials, so you enjoy ideating and experimenting on the fly, but you also strive to systematize workflows whenever appropriate. You are a team player who can fluidly re-prioritize work on multiple projects, delegate where necessary, and know how to balance working independently while knowing when to ask for help.

## About Us

SITU is an unconventional architecture practice using design, research, and fabrication for creative and social impact. The company was founded in 2005, in Brooklyn, New York, by four friends studying architecture at the Cooper Union. We've shaped our practice out of the multi-disciplinary style of our education, and have grown through working with clients who value a progressive approach to problem-solving. We now employ a staff of 35+ people.

Our process is client-specific, adaptive and driven by a diversity of deep knowledge, untethered from any stylistic or formal agenda. This allows us to work out-of-bounds, using new tools of architecture to generate unique outcomes.

Our practice is composed of three divisions—Studio, Research, and Fabrication—that work collaboratively while providing individual services. This keeps prototyping, research and development, and hands-on craft elemental to our creative process.

## Learn More

<http://situ.nyc>

---

## Application Instructions

Please send your application materials to [work@situ.nyc](mailto:work@situ.nyc) with the subject line 'Project Manager - Fabrication'

Include, as a single (1) PDF attachment:

- a cover letter telling us about yourself, what excites you about the opportunity, and what you can bring to the position
- your resume
- three (3) references
- a portfolio and / or 3 relevant work samples that will enrich our understanding of you and your experience.

No phone calls, please.

SITU is committed to diversity, equity, and inclusivity in the workplace and beyond. We encourage all of our employees to bring their original, authentic, and multifaceted selves into the company. As an equal opportunity employer, we do not discriminate based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status. We highly encourage all qualified candidates to apply.