



Project Architect / Project Manager

Location: Brooklyn, NY

Posted: June 13, 2022

Type: Full-time, permanent (part-time or flexible arrangements may be considered)

Pay for full-time employment: Salary, exempt; \$80,000–\$100,000

Pay for part-time employment: Hourly or salary; dependent upon flexible arrangement (note that different benefits also apply)

Overview

We are seeking a creative, capable, and driven design professional to join our Studio team to work with us on a variety of civic, corporate, and cultural projects. We imagine you are eager to develop as a leader, passionate about good work, fanatical about organization, and energized by new challenges. You have strong organizational and coordination skills, keen attention to detail, and the ability to communicate clearly and cleanly. You bring broad experience with architectural projects and deep knowledge of the profession. You are aligned with our ethos and eager to contribute to the success of the team.

Responsibilities

- Manage project work plans for small- and medium-scale projects
- Contribute to design ideation and development
- Coordinate work of internal team and external consultants
- Participate in consultant and client meetings
- Lead preparation of presentation materials
- Lead teams in field surveys to document existing conditions
- Lead teams in creating well-coordinated technical documentation (drawings, specifications, models)
- Participate in construction-phase site observation, submittal review, and RFI responses
- Work independently and in a self-motivated manner
- Demonstrate good judgment and escalate issues as needed
- Contribute to development of improved internal workflows and standards
- Contribute to a collaborative, inclusive work environment
- Actively seek opportunities for professional growth

Minimum Qualifications

- 6+ years of experience in Architecture, Design or a related field
- Proficiency in Revit, Rhino, Adobe Creative Suite, and Google Workspace tools
- Excellent communication skills - verbal, written, and visual
- Strong organizational and management skills
- Experience with all phases of design
- Knowledge of building codes, industry standards, and sustainability
- Technical coordination, detailing, and drawing skills

Preferred Qualifications

- Architect license preferred, but not required
- Experience with designing workplace projects is a plus

SITU

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

For full-time employees, we offer great benefits, reasonable working hours, and the opportunity to support creative, thoughtful projects in a shop / studio environment. Full-time 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.

Benefits for part-time employees vary and should be discussed with the hiring manager.

About Us

SITU is an unconventional architecture practice that uses design, research, and fabrication for creative and social impact. Our 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 40+ 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 combines spatial research and programmatic creativity with a strong foundation in materials and craft. We take a highly flexible approach to our work, shaped by the unique constraints and opportunities of each project, to create meaningful contributions to the built environment.

Learn More

<http://situ.nyc>

<http://situ.nyc/studio>

Application Instructions

Please send your application materials to work@situ.nyc with the subject line 'Project Architect / Project Manager 2022.'

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.

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