



Project Manager / Senior Architect

RD Jones & Associates

Summary:

RD Jones & Associates, a fast-paced and energetic interior design and architecture firm with an extensive portfolio of luxury multi-family and boutique hotels, is expanding their DC office and looking to build a dynamic creative team. They are looking for strong project managers / senior architects (10-12+ years of professional experience) who will work closely with the principals, project architects, and interior designers to assist in developing some of the most exciting new-build multi-family projects happening in the industry.

•The Project Manager / Senior Architect has the ability to impact the design quality for the project(s). The architectural team will work directly with the creative director to conceptualize the project as a whole, set the initial design direction and make critical aesthetic decisions throughout the project. The role of the Project Manager is to introduce structure and process into our design work, and to have a high level command of deliverables, budgets, timelines and resource requirements across all projects assigned to them. They will work with creative leads to effectively and accurately manage client work and with the project team consisting of architectural designers, interior designers, and all outside consultants. The Project Manager works on new business proposals, nurtures client relationships, develops budget estimates and schedules for new projects, and then manages against those parameters for incoming projects. The role is varied depending on the different type of project and stages of your projects, and requires patience and the ability to clearly articulate complex issues to team members and clients.

Qualifications:

- Bachelor's degree from a 4-year Architectural program or equivalent required
- Minimum 10-12 years of project experience overall and a minimum of 5-10 years of project management experience in hospitality, multi-family design or senior living
- Excellent communication skills and ability to demonstrate specific leadership experience
- Applicant must supply design portfolio that demonstrates applicable work experience. Please submit digital portfolio (PDF, Max 8MB) and resume to the Contracts Administrator Courtney Hernandez (chernandez@rdjones.com)

Key Skills:

- Possesses excellent interpersonal, verbal, written, and graphic communication skills. Must be able to express strategic concepts analytically and graphically
- Excellent organization and time management skills – detail oriented and multi-tasking
- Ability to problem-solve and resolve conflicts internally and externally
- Strong design leadership skills with the ability to motivate and supervise others
- Applicant must demonstrate computer skills, including proficiency with Revit, AutoCAD, Sketch Up, Adobe Suite, and Microsoft Programs on a PC platform.
- Proficient with data management software such as Excel and Project.
- Excellent knowledge of building codes and the ADA requirements
- Reviews and understands with proficiency detailed construction documents including floor plans, elevations and sections, electrical details, finish schedules, furniture floor plans, FF&E specifications, finish boards, materials and finishes to determine compliance in quality, design, and codes
- Understands the components of construction drawings and specifications from AOR and other consultants and reviews documentation to ensure that elements are coordinated within RD Jones & Associates documents, as necessary.
- Space planning and hand-sketching skills and excellent presentation skills
- Conceptual design and interior architecture through 3-D massing conceptualization and space planning and the ability to format a presentation that clearly communicates the design
- Experience in hospitality and/or multi-family design and/or senior living a plus

Responsibilities:

- Responsible for assisting with the creation of the design narrative and design graphics for concept presentation materials
- Works in tandem with the Creative Director to space plan and design the interior architectural envelope, preparing project production design and drawings using computer assisted design software
- Responsible for internal presentation of project design materials to senior leadership and preparation and delivery of client presentations
- Assists in quality control reviews for projects to confirm documents are meeting RD Jones & Associates, client, and operator's standards
- Project Manager / Senior Architect is responsible for assistance of review and accuracy of project documents prior to issuance to AOR, client and/or operator

- Closely coordinates with project team, and provides documentation to them, as necessary, to alert them of elements needing their coordination and/or documentation
- Prepares task lists and internal project schedules, prioritize and concurrently service multiple projects