

3/2/2023

## PROJECT MANAGER

Snow Kreilich is currently seeking a Project Manager to join our staff. We have an ongoing need for an Architect with strong management skills that has an interest in advancing the design from schematics through construction completion. In our studio, this position is responsible for delivering design excellence across all measures of design, with a focus on the schedule, budget, and team administration. The ideal candidate is a highly motivated individual who can work successfully in a collaborative environment and grow with our studio.

### Ideal Qualifications

- +/- 10 years of experience
- Current Architect's License
- Strong verbal, written, graphic communication skills with the ability to describe and implement design principles

### Responsibilities

- Management
  - Respond to all Client needs by guiding them through the process of design and construction
  - Outline project parameters through contracts, budgets, and schedules
  - Assist in staffing management across various projects
  - Maintain relationships with past and potential clients
  - Manage consultant team to deliver best-in-industry design solutions and delivery practices.
- Design
  - Assist in the development of Proposals and Contracts
  - Responsible for setting schedules and appropriate staffing of assigned major project(s)
  - Primary Client contact
  - Lead complex internal and external teams in completion of design and documentation tasks
  - Demonstrated knowledge of sustainable design strategies and various certification programs
  - Ability to manage multiple projects at multiple phases of delivery on a concurrent schedule
  - Develop project programmatic requirements
- Construction Documentation
  - Coordination of team's work in project documentation, detailing, and technical specifications
  - Knowledge of state-of-the-industry building standards and finishes
  - Working Knowledge of industry standards modeling, rendering, presentation, and office administration software
  - Direct QA/QC protocols across all phases
  - Understanding of Accessibility compliance and other project entitlements
  - Experience with CSI Project specifications
- Construction Administration
  - Scheduling and Staffing management throughout CA phase

- o The ideal candidate will also be able to flex and take on Construction Administration directly on a project-by-project basis as needed, including the following:
  - Robust organizational skills to manage variable timing of incoming requests from constructors.
  - Understanding of various delivery methods and contractual responsibilities
  - Skills needed to respond to owner requests during bidding, Addenda Issuance, and timely and accurate responses to RFIs and submittals.
  - Field Observation, reporting, and submittal review.
  - Maintaining logs of all project communications through spreadsheets and various Electronic Project Management platforms both internal and through constructor's selected software.

Snow Kreilich Architects offers a competitive salary and benefits including health & dental care, disability, and life insurance, 401(k) plan, and continuing education.

Please email your cover letter, resume, portfolio, and salary expectations (as one compiled PDF – 10 MB max) to [mail@snowkreilich.com](mailto:mail@snowkreilich.com) with "LastName\_Project Manager" in the subject line.

## About Us

Snow Kreilich Architects is a nationally recognized, award-winning architectural firm in Minneapolis, Minnesota. The studio focuses on producing architecture that performs against multiple measures of design success, including sustainability, equity, economy, and beauty. [www.snowkreilich.com](http://www.snowkreilich.com)

*Snow Kreilich is an Affirmative Action, Equal Opportunity Employer.*