

Clayton & Little: Architect | San Antonio Office

Company Overview

Good architecture comes from a steadfast practice and disciplined process. Remarkable experiences result from a thorough response to infinite details beyond a building. Through an interdisciplinary approach that considers elements outside the traditional architectural scope, Clayton & Little filters context and intent to summon the richness of place.

Founded in 2005, Clayton & Little merges the talents of a multidisciplinary team to infuse diverse expertise with innovative thinking. Known for its uncompromising pursuit of quality, Clayton & Little creates layered, coherent experiences that reflect a direct response to context and client goals. Today, Clayton & Little has a team of 30 people with offices in Austin and San Antonio.

Context and Job Brief

We are looking for an architect to join our growing team in Clayton & Little's San Antonio office. Applicants must have a professional degree in architecture with five+ years of related work experience, preferably including design and detailing experience on high-end custom residential and hospitality projects. The person in this role is responsible for oversight of coordination of all project efforts, administrative and technical, on several projects, in order to ensure effective execution. The person in this role serves as a primary client liaison and actively manages client budgets, schedules, programs, project communication and documentation, and office administrative tasks. S/he estimates the scope of work and oversees less experienced project staff. S/he ensures proper coordination with building design consultants, trades and agencies. S/he is responsible for preparing presentation and design drawings, monitoring construction drawings and directly contributing to architectural project design and production, business development, marketing, office management, and strategy.

Requisite skills for consideration include:

- a strong design and technical detailing sensibility
- excellent communication and interpersonal skills
- an interest in teamwork and collaboration
- an interest in all aspects of the design process
- a sense of humor

Expected proficiencies:

- strong Revit experience ideally through CD's
- SketchUp and Adobe Creative Suite familiarity
- strong hand sketching and digital communication skills

Responsibilities

- lead project design efforts within a collaborative team structure and contribute to the development of design concepts for design projects of all types and scales
- utilise freehand sketching, computer, and graphic resources to effectively and efficiently analyze and convey design concepts or solutions
- redline, review, and ensure quality of design documentation at all phases of design
- ensure project budgets, schedules and deadlines are met and communicate to the client
- request consultant proposals, review scope and fee, and hire
- review coordination of consultant work into project design documents
- maintain communication of project status and staff needs to principal
- maintain ongoing development of office standards and enforce through redlines
- apply knowledge of alternative construction materials and assemblies, as well as sustainable technology
- manage staff assignments between projects
- ensure daily staff compliance with office rules and procedures: enforce a clean and orderly office
- continuing education through seminars and participation in professional activities
- provide mentorship to younger staff
- communication

- provide consistent self-awareness; regulate mood and accurately gauge how it affects others
- provide self-management of emotion and act with honesty and integrity, adapt with individual situations
- be an exemplar of social awareness; read the currents of client and employee emotion, provide empathy and understanding
- must be a resonant leader; communicate clearly and convincingly, disarm conflict, and build strong personal bonds. Spread enthusiasm and solve disagreements with humor and kindness

Requirements

- graduation from an accredited college or university with a professional architecture degree. Graduate level or professional historic preservation, real estate development, or urban design experience if combined with construction experience or a pre-professional architecture degree may be substituted for a professional architecture degree
- ability to effectively communicate with clients, contractors, consultants, and building officials
- ability to detail materials beautifully, proving knowledge of construction assemblies
- high-level understanding of building code, zoning ordinance, and TAS requirements
- high-level understanding of construction sequencing, materials, and methods
- fluency in Microsoft Windows, Office, Revit and Adobe Suite

TO APPLY:

- Do provide a cover letter.
- Do keep your content concise and well organized.
- Do email a PDF with work samples.
- Do format the subject of your email as 'GROW – Your Name Here.'
- Please do not call. We will reply to your email confirming receipt of your submission. If we determine that your skill set and experience match any current openings, we will contact you to request more information or to schedule an interview.