

CLAYTON & LITTLE ARCHITECTURAL STAFF

Company Overview

Remarkable experiences result from a thorough response to sensory details beyond a building. Clayton & Little is an interdisciplinary design firm known for creating layered, coherent experiences by filtering context and intent to summon the richness of place. Though projects are diverse in style, type, and geography, an independent yet ever-gracious spirit animates them all. This intangible hallmark — Clayton & Little's signature — reflects the firm's values and its deep Texas roots.

Clayton & Little established its Austin office in 2005. In 2015, the firm expanded from Austin to San Antonio after completing several high-profile projects in the Alamo City. The second office joins more than 30 architects and designers with a long history of working together in the two cities while broadening the firm's range of services to incorporate architecture, interior design, experience design, brand and identity. The beneficial exchange of ideas across the region has impacted locations outside of Texas; recent expansion includes projects in California, Florida, Hawaii, Maryland and beyond.

Job Brief

A Project Architect is a licensed architect with 7 or more years of work experience. S/he is responsible for coordinating all project efforts, administrative and technical, on several projects at once in order to ensure effective execution. S/he 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. A Project Architect 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 contributes to architectural project design and production, business development, marketing, office management, and strategy.

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
- Utilize 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
- Provide an exemplar of social awareness; read the currents of client and employee emotion and provide empathy and understanding. Resonate with others.
- 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

- Registered Architect
- 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 requirement
- High-level understanding of construction sequencing, materials, and methods
- Fluency in Microsoft Windows, Office, Revit and Adobe Suite

Reports to: Partners

TO APPLY: Email Cover Letter and Resume to careers@claytonandlittle.com with ARCHITECT in the subject line