

CLAYTON & LITTLE ARCHITECTURAL STAFF | PROJECT MANAGER

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 Manager is a licensed architect or is seeking licensure, with 3 or more years of work experience. S/he coordinates project design for several projects, develops creative-design concepts, and prepares presentation and design drawings. S/he provides leadership and support on architectural project design and production and oversee less experienced project staff. S/he provides support in business development, marketing, and office management.

Responsibilities:

- Facilitate 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
- Produce design documentation at all phases of design
- Maintain project budgets, schedules and deadlines and report to other staff and consultants collaborating on the projects
- Coordinate consultant work into project design documents
- Enforce adherence to office standards
- Maintain fluid communication between all parties to a project team
- Coordinate projects through design and documentation phases, permitting, bidding & negotiation and construction administration, as well as project close-out
- Learn more in-depth knowledge of alternative construction materials and assemblies, as well as sustainable technology
- Learn staff management skills

- Continue education through seminars and participation in professional activities

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

- 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, Sketchup, Revit and Adobe Suite

Reports to: Partners

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