



PROJECT MANAGER

Carleton Hart Architecture focuses on projects that are community based and people oriented including multi-family housing and mixed use buildings, community and cultural centers, civic projects, and aviation. CHA purposefully maintains a small office, currently of 30 people, allowing each principal the opportunity to offer projects the individual and in-depth attention necessary for success as well as the appropriate staff for technical support and to maintain the budget criteria of each project. Staff members have joined the firm out of a sincere interest in working on projects that add value to our communities, and their commitment shows in our work.

Position Available: Carleton Hart Architecture seeks a collaborative individual with a balance of technical knowledge, design ability, communication skills, and leadership qualities.

Requirements

- Bachelor or Master Degree from an accredited school of architecture
- 12 + years of experience
- Strong communication and time management skills

Role and Responsibilities:

- Ability to contribute to all phases of a project from marketing and pre-design services through programming, concept design and construction administration.
- Technical knowledge and understanding of architectural and engineering components of buildings and their interrelationships.

Ability in managing multiple project teams including scheduling and budgeting.
- Experience in performing assignments of substantial variety and complexity for community oriented projects including but not limited to: community and cultural centers, mixed-use buildings, housing, educational facilities, social service centers and religious institutions.
- Interest in participating in firm management and leadership.
- Verbal, written, and graphic skills necessary to communicate concepts and solutions to team members, clients, consultants, contractors and the public.

Preferences:

- Multifamily housing and mixed-use building type experience
- LEED AP
- Revit experience

Please send cover letter + resume to info@carletonhart.com