



## RE: JOB OPENING: ARCHITECT/PROJECT MANAGER

May 18, 2022

### FIRM PROFILE

Nature is the best architect. We follow its path.

People will go to great lengths to experience the profound beauty of nature. It makes us feel alive. It stimulates imagination and creates lasting memories. A built environment can and should do the same thing.

Galbraith Carnahan Architects (GCA) is a team of creative minds who guide clients to the most authentic manifestation of their vision. We design buildings and spaces that have a deep connection to human nature and the environment in which they are built. Function and feeling are seamlessly integrated. We immerse ourselves in your story, goals, and desires to make your vision a reality. The result isn't simply a building -- it's an experience that feels meant to be.

GCA is a dynamic, full service architectural firm based out of Wauwatosa, Wisconsin. We have a national reach and expertise on a broad range of building types. Our small staff size allows for engagement of all personnel in every aspect of a project. We feel this continuity is central to providing consistent, highly personalized service to clients.

Our love of architecture covers an array of styles and eras. We have a particular passion for historic preservation and bringing new life to old spaces. GCA is also committed to sustainable architecture, choosing to use reclaimed or recycled materials whenever possible.

Our work reflects the unique individuals and businesses we're proud to call our clients. We create spaces that feel right because we listen carefully to what our clients want, need, and hope for their building. We draw their story out and when we put pen to paper, we reflect it in our designs.

Whether we're building a custom home inspired by a personal passion, a municipal building that invites a sense of wonder, or a commercial space that stimulates creativity and community, our team helps bring our client's vision to life.

Galbraith Carnahan Architects serves commercial, residential, and civil clients throughout the Midwest.

### POSITION

GCA is seeking a project manager with 5-10 years of experience in managing commercial projects with various construction types, uses, and sizes (2,000 sf to 100,000 sf).

The candidate must possess a variety of skills that will support a project in any phase of design or construction. Good communication skills along with the desire

to lead and mentor younger staff is appreciated. You will be expected to lead client communications on behalf of the firm. Project Manager shall work with outside engineering consultants and contractors to coordinate work and respond to issues arising during construction. Must be able to perform work on deadline. A degree in architecture is preferred, but we will consider experience in lieu of a degree. Position does not require an Architect license.

## KEY RESPONSIBILITIES

- Take responsibility for the design of an assigned portion or a completed project.
- Develop project design concepts and follow those concepts through to construction details.
- Review and incorporate the Project Program into the design
- Ensure that the designs meet the client's requirements, regulatory constraints, and are constructible.
- Assist the Project Architect/ Project Manager in resolving project design and technical issues.
- Keeps the Project Architect/ Project Manager informed of progress or need for assistance.
- Prepare design presentations including renderings, models, sample boards, and related design graphics.
- Present project designs to client and public groups.
- Follow established standards for project production and review.
- Coordinate the work of multiple Consultants.
- Assist in preparing projects for code review.

## KEY SKILL SETS

- Bachelor's or master's degree (preferred) in Architecture.
- Demonstrated capacity for design.
- Good communication skills; both verbal and written.
- Ability to work effectively within a collaborative team environment.
- Can complete tasks with accuracy.
- Ability to meet deadlines.
- Integrity, trust, and commitment.
- Software proficiencies desired:
  - ✓ BIM Platform, ArchiCAD preferred, but Revit experience will be considered
  - ✓ Microsoft Office Suite (Word, Excel, PowerPoint)
  - ✓ Adobe Suite (Photoshop, InDesign, Acrobat)
  - ✓ SketchUp

## COMPENSATION

We offer a competitive salary commensurate with a candidate's experience. In addition, we offer health insurance, personal time off, and a 401(k) program.

If interested in joining an expanding, thoughtful, ecologically conscious, and we think "fun" studio, please send your cover letter, resume, and a portfolio of work (either hard copy or digital PDF file) to [info@galbraithearnahan.com](mailto:info@galbraithearnahan.com)