

## **Project Manager- Worship, Education and Community Studio**

### **Qualifications:**

(Minimum educational, licensing and experience requirements)

### **Education/Licensing/Accreditation:**

- 4 or 5 year Bachelor of Arch or Master of Architecture degree
- Registered Architect in Texas

### **Experience:**

- 15 years of work experience with a minimum of 10 years of experience in Worship, Education and/or Community architecture projects ranging in size from 10,000 sf to 100,000 sf.
- LEED Accreditation and experience with LEED is a plus.

### **Responsibilities:**

- Required to manage multiple projects and coordinate with client, professional staff and consultants.
- Will be required to prepare meeting minutes, detailed schedules, project budgets, professional fee estimates, proposals and agreements.
- Prepares or assists with proposals and marketing materials.
- Participates in marketing, contracts, design, and production meetings.
- Responsible for the daily production of documents for construction, assuring that requirements for project deliverables are met and on time.
- Responsible for construction administration duties for projects under construction.
- Responsible for the financial performance of projects both internal and external.
- Manages projects from the conception stage through construction and completion, ensuring that teams meet quality, schedule, contractual, and budget goals.
- Supervises and leads a team of Designers and Junior Architects.
- Evaluates existing facilities and develops building programs.
- Establishes client relations.
- Participates in evaluating and selecting architectural and engineering consultants.
- Collaborates with governmental agencies.
- Interprets and implements building codes.
- Conceives and executes creative concepts of architectural design.
- Develops and manages project scope, budgets, schedules, and client expectations.
- Monitors project performance.
- Coordinates workload through the entire project to complete documents on schedule.
- Tracks the financial aspect of the projects.
- Prepares construction documents and manages the preparation of construction documents by others.
- Assumes responsibility for finished plans, specifications, and internal approval of materials and construction.

**Communication Skills:**

- Has proven verbal presentation skills
- Has proven graphic presentation skills
- Is able to participate in marketing interviews
- Has proven client communication skills

**Technical Skills:**

- Must be proficient in AutoCAD and proficiency in Revit is a plus.
- Proficiency in Microsoft Office, Microsoft Project Schedule is a must.

**Professional Qualities and Behaviors:**

- Excellent ability to multi-task and respond to changing project needs and schedules.
- Creative, organized, and capable of prioritizing and being proactive.
- Ability to communicate both, verbally and in writing; strong people skills one-on-one and team building experience.

**Notes:**

- Only qualified applicants will be considered
- U.S. Citizen or have legal right to work in the USA without sponsorship
- Please send your resume and portfolio to [hr@zieglercooper.com](mailto:hr@zieglercooper.com)