

## Project Architect/Project Manager

Award winning architecture & planning firm seeks motivated architectural designer to join our team. Autotroph is an innovative architecture & planning firm located in Santa Fe that creates high performance architecture to meet the environmental challenges facing us today. In our work we strive to make connections...from one person to another and between people and the natural world. We are a collaborative design studio with a laid back atmosphere, but also a determination to do whatever it takes to get a job done right. Our project types range from community facilities to multi-family / affordable housing to custom residential and many others in between. For more info on our office go to [www.autotrophdesign.com](http://www.autotrophdesign.com)

### Responsibilities

Work under firm Principal to perform typical project management & coordination responsibilities  
Management of multiple, concurrent projects with the ability to deliver them on time  
Development of working drawings for bidding, permitting & construction for a variety of project types ranging from small to large scale projects.  
Manage project teams including in-house staff and consultant teams  
Coordinate the work of engineering & other consultants with architectural work; compile & manage drawing sets.  
Assist in client communication & meetings  
Construction Administration duties

Candidates who possess the below qualities and skills will be considered for the position:

### Desired Qualities

Minimum of 8 years full time experience in architectural practice; either licensed or on the path to licensure  
Bachelor or Master Degree in Architecture  
A team oriented collaborator with ego in-check  
Creative problem solver with good design skills  
Good Communicator  
Ability to manage time and work flow on several concurrent projects  
An interest in sustainable design and community oriented projects

### Minimum Required Skills

Fluency in AutoCad Architecture and Revit  
Proficiency in MS Office suite  
Proficiency in Sketch-up  
Understanding of how a building is put together and ability to assemble a high quality set of drawings  
Experience in Construction Administration phase duties

### Preferred Skills

Good graphic & communication skills  
Proficiency in adobe Creative Suite, especially Illustrator & Photoshop  
Ability to perform research on a variety of variety of ranging from building typology, programming, ecology and materials.  
Energy modeling  
Compensation

This is a full time position. Compensation is dependent upon experience.

Interested applicants should send a resume, portfolio and references to Alexander Dzurec at [dzurec@autotrophdesign.com](mailto:dzurec@autotrophdesign.com)