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# Example of Project Architect Job Description

Our company is looking to fill the role of project architect. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for project architect

* Manage project lifecycle from schematic design through construction administration
* Complete development and management of Construction Documents (SD, DD, CD)
* Work directly with Design Lead Sr
* Provide project execution and leadership in various building types
* Proficiency in Architectural Design, Code Analysis and detailing
* Effective coordination and communication skills
* Production and coordination of Project Construction Documents
* Provide marketing, sales support and presentations, as needed
* Candidate will manage various projects including interior renovations, consolidations, interior build outs, interior space planning, move management (MAC), and architectural layouts
* Coordination with LDI, consultants, client during all phases to ensure production of contract documents are aligned with design intent

## Qualifications for project architect

* Experience across a variety of waterfall based projects ($5M plus and management of complex work packages and deliverables to support their delivery) in either high level design or architecture roles or with significant relevant business context in other related roles
* Bachelor's or Master's degree in Architecture or closely related field
* Provide day to day management of the project office, delegating work to staff and coordinating the documentation to ensure the timely delivery of documentation packages to Construction
* Minimum 5 years’ experience in an architectural practice
* Licensed or registered architect required
* Bachelor's or Master’s degree in Architecture or related field