



JLA
ARCHITECTS

PROJECT DESIGNER / DESIGN ARCHITECT

JLA Architects is a small, but growing, full-service Architectural Firm with offices in both Madison & Milwaukee, Wisconsin. We work on a variety of project types throughout Wisconsin – with the goal of expanding into new market segments – both geographically and by project type. We have a fast-paced, team-oriented atmosphere and encourage the professional growth of our team. We place a strong emphasis on Client service & satisfaction – placing it as our top priority. We are currently searching for the 'right' enthusiastic & dedicated person to join our team full-time as a Project Designer in both our Madison & Milwaukee offices.

Position Summary:

As Project Designer, your responsibilities will be to conceive, implement, and oversee the design of Project(s) through all phases of the architectural process – from conception through building occupancy. A Project Designer will take direction from an Office Director and/or Project Manager, but will be expected to prioritize, coordinate, and execute their work independently. A Project Designer will be expected to effectively direct & manage other JLA Team Members with varying experience, knowledge, and skillsets as well as external consultants that may be part of the development team. The expected workload would be between 42-47 hours per week. Some travel to Milwaukee/Madison may be required. Specific functions & responsibilities of a Project Designer include, but are not limited to, the following:

Project-Related Responsibilities - Schematic Design Phase:

During the Schematic Design Phase, your responsibility will be to lead the project design process to produce a sound schematic design that meets project goals – including:

- Lead and/or participate in Client meetings to determine project program & project goals;
- Produce & maintain the project program;
- Provide input to Office Director and Project Manager as it relates to scope of work, design deliverables, & project schedule;
- Perform design work and produce design deliverables per a defined project schedules;
- Perform & document preliminary zoning & building code reviews;
- Identify design challenges & design opportunities, key/unique issues, and other analysis or considerations that will have an impact on the project design;
- Research design precedents and produce associated documentation and/or analysis as necessary;
- Conceive & produce sound conceptual/schematic design options as appropriate for the project program & goals;
- Produce project information tables/narratives – including site & building data – for analysis of schematic options;
- Independently produce and/or lead the production of presentation materials for internal reviews, Client meetings, and other external meetings and/or submittals;
- Collaborate & coordinate with JLA Team Members & external consultants, as necessary, to convey design goals, design concepts, and to ensure production of the necessary design deliverables per the project schedule;
- Work collaboratively to proactively solve design challenges and resolve design issues – refining schematic designs based on feedback from Clients, JLA Team Members, and other outside 'stakeholders';
- Present conceptual/schematic design options to internal team members, Clients, and external 'stakeholders' such as municipal bodies & neighborhood groups;
- Prepare for, attend, and participate in external meetings & presentations after traditional business hours;

Project Related Responsibilities - Design Development Phase:

During the Design Development Phase, your responsibility will be to lead the design process to refine and finalize the project's design – including:

- Perform & document complete zoning & building code reviews;

- Research materials, products, equipment, and building assemblies;
- Present design options to internal team members, Clients, and external 'stakeholders' such as municipal bodies & neighborhood groups;
- Work collaboratively to refine the project's design, proactively solve design challenges, and resolve design issues based on feedback from Clients, JLA Team Members, and other outside 'stakeholders';
- Collaborate with, coordinate with, and direct JLA Team Members & external consultants, as necessary, to convey design goals, design concepts, and to ensure production of the necessary design deliverables per the project schedule;
- Attend/participate in internal & external project progress meetings and follow-up with necessary action items;
- Provide continual proactive communication with JLA Team Members, Clients, Consultants, Contractors, etc.;
- Produce & maintain project design information – including site & building data;
- Assist with, and provide input in, the production of Design Development Documents & Specifications;
- Assist with the review & coordination of external consultant documents;
- Assist with the coordination & submittal of municipal entitlement review packages and any necessary follow-up;
- Prepare for, attend, and participate in external meetings & presentations after traditional business hours;
- Perform Design Reviews on project progress documents;

Project Related Responsibilities - Construction Document Phase:

- Provide support & design input to the Project Team as Construction Documents are produced or as 'Value Engineering' options are analyzed;
- Perform Design Reviews on project progress documents;

Project Related Responsibilities - Construction Administration Phase:

- Provide support & design input to the Project Team as the Project is constructed or as 'Value Engineering' options are analyzed;
- Assist with the review of shop drawings & submittals for conformance with design;
- Participate in periodic construction site visits to observe construction progress, proactively identify potential design issues, and/or assist with the resolution of design issues that arise;
- Perform final walk through to evaluate project for 'lessons learned' and identify areas for design improvement;

Additional Administration & Operation Responsibilities:

- Assist JLA President and/or Office Director(s) in various marketing efforts including:
 - Meeting with potential new clients and/or attending networking events;
 - Preparing and/or assisting with responses to RFP's (Request For Proposals);
- Mentor less experienced Team Members in the architectural profession;
- Informally evaluate JLA policies, procedures, & standards and suggest ideas & initiatives to help increase the firm's efficiency and improve the firm's design processes;
- Perform other project-related and operational-related duties as required and assigned.

Miscellaneous Responsibilities:

- Be responsible, respectful, & professional. Perform with a high level of integrity;
- Critically think about everything that is done – as to why is it done and how it is best done;
- Learn from others in the office and from every task that is performed;
- Share your knowledge with others in the office – everyone has something to share;
- Take pride in every task that is done – to do it efficiently, completely, accurately, and professionally.

Qualifications:

The ideal person for this position would have the qualities, skills, and knowledge listed below.

- Typically, 10+ years of experience at an architectural firm with at least 5 years of experience designing projects of a size & scope similar to that of JLA Projects (or demonstrated equivalent).
- Some relevant experience working with, or for, private developer clients.
- The understanding that our clients are our lifeblood and that client satisfaction is our greatest priority.
- The ability & desire to work in a fast-paced, multi-tasking environment - while maintaining a keen attention to detail.
- The ability to prioritize & execute a variety of tasks within a single project and across multiple projects.
- A great attitude, great work ethic, and NO inflated ego.
- The ability to work effectively with a variety of people with different backgrounds, skillsets, and personalities;
- Substantial experience/knowledge with both AutoCAD Architectural Software and Sketch-Up Software;
- Experience with, or exposure to, REVIT Architectural software;
- Experience with Microsoft Office Suite Software;
- Experience with Adobe Suite Software;
- Please note - Registration/Licensure is NOT required.

Compensation & Benefits:

- Salary shall be market-rate, commensurate with experience, skills, and knowledge;
- Benefits include Paid Time Off, Health Plan, Dental Plan, 401K Plan, Long-Term Disability Plan;
- Standard Holidays + Bonus Time Off;
- Family-oriented, flexible schedule;
- Team-oriented, relaxed (but professional) work environment/culture;

Request an Interview:

If you are a qualified candidate for this position and would like to request an interview, please submit the following information to the office below or e-mail them to Lori Smith at lsmith@jla-ap.com.

- Professional Resume with relevant experience - including roles & responsibilities.
- List of Professional References - with specific contact names & current phone numbers.
- Past salary history and anticipated salary expectations.