



**JLA**  
ARCHITECTS

## **SENIOR DESIGN ARCHITECT / SENIOR PROJECT DESIGNER**

JLA Architects was founded in 2007 and has since grown into a medium-sized firm with offices in Madison, Wisconsin, Milwaukee, Wisconsin, and Denver Colorado. We have built a strong & consistent reputation with our clients, consulting partners, municipal bodies, and the community at large. Our success can be directly attributed to our diverse team and our approach to our work – which is inclusive & collaborative. This approach holds true in how we interact with clients, consultants, municipal bodies, and our internal Team.

### **Position Summary:**

As Senior Design Architect / Senior 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 Senior Design Architect / Senior Project Designer will take overall direction from an Office Director and/or Project Manager, but will be expected to prioritize, coordinate, and execute their work independently. A Senior Design Architect / Senior 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 42-45 hours per week. Some travel to Milwaukee/Madison may be required. Specific functions & responsibilities of a Senior Design Architect / Senior 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
- Identify design challenges & design opportunities, key/unique issues, and other analysis or considerations that will have an impact on the project design
- Produce & maintain the project program
- Provide input to Office Director and Project Manager as it relates to scope of work, design deliverables, & project schedule
- Delegate and/or perform preliminary zoning & building code reviews
- 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
- Lead and/or perform design work and produce design deliverables per defined project schedules
- 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
- Produce documents supporting the governmental entitlement packages
- 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:

- Guide & Review 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 project design information – including site & building data
- Review and collaborate design feedback during the production of Design Development Documents & Specifications
- Review and provide input about external consultant documents
- Lead the assembly and production of governmental entitlement 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
- Participate, evaluate, and provide guidance related to JLA policies, procedures, & standards 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.

**Qualifications:**

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

- Lead the assembly and production of governmental entitlement packages and any necessary follow-up;
- Participate, evaluate, and provide guidance related to JLA policies, procedures
- 15+ years of experience at an architectural firm with at least 10 years of experience designing projects of a size & scope similar to that of JLA Projects (or demonstrated equivalent).
- Demonstrated understanding and experience working with, or for, private developer clients.
- Experience with Sketch-Up, AutoCad, and Revit are preferred, but not required if designer is an applicable market expert.

- Proficient Design ability that demonstrates thorough knowledge of building codes, construction practices, and market appropriateness.
- Has an ability to quickly and independently produce competent, efficient, feasible and professional options that meet project and client criteria as well as market standards and demands.
- 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 collaborative approach, attitude, and work ethic – with NO inflated ego.
- The ability to work effectively with a variety of people with different backgrounds, skillsets, and personalities
- Experience with Microsoft Office Suite Software
- Experience with Sketch-Up, AutoCad, and Revit are preferred, but not required if designer is an applicable market expert

**Compensation & Benefits:**

- Salary shall be market-rate, commensurate with experience, skills, and knowledge
- Benefits include Paid Time Off, Health Plan, Dental Plan, 401K Plan, Group Life Insurance, Family Leave Plan and Long-Term Disability Plan
- Standard Holidays
- 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 to [JLA Human Resources](#).

- Professional Resume with relevant experience - including roles & responsibilities.
- List of Professional References - with specific contact names & current phone numbers.

*JLA Architects provides equal employment opportunity to all applicants and promotional opportunity to all employees without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, age, disability, protected veteran status, or any other protected characteristic. JLA Architects is committed to recruiting, hiring, training, and promoting persons in all job titles, as well as ensuring that all other personnel actions are administered, without regard to the protected characteristics outlined above.*