

March 29, 2024

Page 1 of 3



TITLE: Project Architect (Minimum 10 years of experience)

In Parallel Architects + Builders is hiring a Project Architect.

We are an award winning architecture and construction firm located in Ann Arbor and Grand Rapids, Michigan. We serve clients ranging from private homeowners, to business owners, to religious and educational institutions, and we also provide specialty consulting to architecture offices. Since our founding in 2013, we have completed over 100 commissioned projects.

We value different cultures, genders, races, sexual orientations, ages, abilities and perspectives and we encourage a variety of qualified applicants to apply to join our team!

Please learn more about us on our website here: www.ip-ab.com

POSITION DESCRIPTION:

The ideal candidate for this part-time position is creative, detail-oriented, reliable, and is excited to contribute to a growing, collaborative, and nimble design and construction focused architecture studio. This candidate is self-motivated, yet team-oriented, flexible and possesses a range of conceptual and technical skills related to the ideation, development and execution of the highest quality architectural design and construction projects. In particular, the right fit for this position is a person with a mature sense of responsibility, such that they demonstrate an attentive and autonomous sense of ownership of their work. This person seeks the understanding necessary to follow through on what they commit to doing and they accept that their work is often indeterminate and self guided. They are skilled in proactively thinking ahead and are not afraid to ask questions. They do not wait to be told what to do, they seek out the answers that they need in order to make the required progress. This candidate is committed to the highest client satisfaction and also to producing internationally recognized designs and buildings for innovation in materials, sustainability and social equity among other aspects. This candidate cares about growing In Parallel Architects + Builders and leaving it in a better place than they found it.

POTENTIAL RESPONSIBILITIES:

- Measure existing buildings and sites and draw as-built drawings
- Sketch, model, digitally draft and three-dimensionally model design ideas
- Communicate with technical design consultants and subcontractors
- Meet with clients to present design ideas and listen to feedback
- Assist with maintaining and revising project schedules and budgets
- Schedule and coordinate appointments and meetings with clients, consultants, vendors and subcontractors
- Answer and return phone calls and emails
- Manage design projects in coordination with Principals
- Supervise junior staff on design projects
- Maintain a safe, clean, and organized working environment
- Maintain positive working relationships with team members and clients

DESIRED QUALIFICATIONS:

- Strong organizational, verbal and written skills, attention to detail, sense of urgency
- Strong ability to multi-task several responsibilities while maintaining a positive, enthusiastic attitude
- Eagerness to identify ways to improve the company and to learn new skills
- Self-motivated with the ability to work with minimal instructions and/or supervision
- Professional, positive and confident appearance and demeanor
- Ability to think ahead and delegate tasks to junior staff and project team members
- Up to date knowledge of the architecture and construction industry
- Ability to operate Windows Operating System and Google Drive/Docs/Sheets/Slides
- High competency in AutoDesk Revit
- Familiarity with Adobe Illustrator, InDesign and Photoshop
- Familiarity with Rhinoceros, including Grasshopper
- Familiarity with digital fabrication tools (i.e. CNC router, laser cutter, 3D printer, etc.)
- Familiarity with the manual assembly of custom casework and millwork
- Willingness to identify and learn new software and tools when a project requires them
- Valid driver's license and/or ability to provide own transportation to and from work (this is a partially remote position with a flexible schedule)
- Minimum Ten years of architectural design experience is required and status of Registered Architect is preferred

SCHEDULE, COMPENSATION AND BENEFITS:

- Flexible schedule with an average of 40 hours per week to begin, with the potential to work more hours, including paid overtime, when the company workload requires it.
- Compensation commensurate with experience
- Seven (7) paid U.S. Holidays (New Years Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas).
- Ten (10) paid flex days (vacation, personal or sick days).
- Company provided credit card to be used for In Parallel projects, office and material purchases.
- Company provides mileage reimbursement at federal rate, begins at regular or main job location per IRS guidelines.
- Company provided partial reimbursement for personal cell phone and internet for work purposes.
- Company provided retirement account with company provided matching funds (up to 3%).
- Fees for up to six (6) Architecture Registration Exams (ARE's) and access to the company's current study resources after four months of employment (if applicable).
- Employee is encouraged to pursue licensure and may log AXP hours under a Registered Architect (if applicable)
- Employee is encouraged to pursue continuing education. Company provided paid continuing education time for up to eight (8) hours per year.
- Company provided laptop, technology and office supplies during employment.
- Recognition as design-team member for all awards given to projects contributed to.
- \$100 bonus when a company project worked on receives an award or publication at the local level or higher.
- Company provided email address, online storage, and recognition on the company website during employment.
- Company provided short term disability, long term disability, and Life Insurance Policy

March 29, 2024

Page 3 of 3



SUBMISSION REQUIREMENTS:

Interested applicants are invited to submit their applications via email to: office@ip-ab.com

- Please include:
 - A cover letter indicating your interest in the position
 - A current resume including references
 - A portfolio or work samples as a .pdf

Location: Ann Arbor, MI or Grand Rapids, MI - this is a partially remote position with a flexible schedule.

Start Date: April 15, 2024 (to be finalized with employee)