

Project Director

AC Martin is an award winning architectural firm with a body of work that is recognized for having a transformative effect – sustainable, enduring landmarks that enrich the surrounding environment through the authenticity of our designs. Since our inception in 1906, we have been constantly evolving to respond to the changing environment, though our priority remains the same - to be at the forefront of the design industry with an approach that is sustainable, technologically advanced, informed by research and constantly pushes the boundaries of innovation and creativity. We are able to materialize a narrative through a knowledge-based practice, collaboration with our clients, and rich and exacting detail. Our diverse practice includes aviation, hospitality, university campuses, civic, municipal, high-rise commercial, high-rise residential and large-scale mixed-use projects. We are experiencing exceptional growth and are looking to add top architectural talent to our staff. We foster teamwork, promote professional development in alignment with individual career goals, and recognize and reward performance.

We are looking for leaders, and offer a substantial potential for growth and autonomy. We need an experienced and motivated **Project Director** to help lead an exciting and transformative signature project that is currently in design. Beyond the current project needs, we want a industry leader, who will join the current group of emerging leaders in defining the future of AC Martin.

Requirements and Responsibilities:

- Must have at least 15 years of experience leading teams in developing design and technical development from conceptual designs for mid- to large- scale projects.
- Must possess an architecture license. A license from California is desired but not necessary.
- Proficiency in Revit/AutoCAD is desirable but not necessary.
- Proficiency in Microsoft Word and Excel required. Proficiency in MS Project is helpful.
- Work well with & communicate effectively with Project Architects and Designers, contractors, project team members, vendors, & clients.
- Possess knowledge of codes and experience in working with agencies having jurisdiction. Experience with CSFM and DSA is desirable.
- Manage the daily operations of the project team, including scheduling design reviews, coordination meetings, consultant and client meetings, quality control evaluations, and key project submittal deadlines, resulting in a clear path through programming, design, permitting and construction and closeout phases.
- Guide the team to meet programmatic, scope, schedule and construction budget goals.
- Work with Principal in Charge to manage the financial performance of the project.
- Coordinate and maintain project schedule.
- Ensure close-out documentation and project archives are completed by the team.
- The current project is located in Sacramento. Travel to Sacramento will be required. Most of our team spends one night a week in Sacramento, or flies up/back the same day, which is equivalent to a long local commute in terms of time.
- Possess strong attention to detail and organizational skills.
- Work well in a team setting with other managers to share project data, exchange ideas, and move forward to complete all project tasks within a given timeframe.

- Write documents, official communications to clients, agencies, consultants, and construction entities, manage presentations, and communicate with other architecture professionals.
- Must be currently located in the Southern California or Sacramento areas.

We offer a work environment where professional growth is encouraged. This opportunity is accompanied by an excellent compensation and benefits package which includes company paid group medical, dental, and vision insurance, 401(k) plan, year end holiday shutdown, and 40 hours based on a 4-1/2 day workweek.

For immediate consideration, please send your resume. Please reference **Project Director** in the subject line of your correspondence.

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Visit our website at www.acmartin.com or our Facebook page "AC Martin" for the latest news, office info., and projects.

NO PHONE CALLS PLEASE.