DIRECTOR OF DESIGN

Job Type: Architecture
Job Status: Full-Time
Location: Newport Beach, CA

tBP/Architecture (www.tbparchitecture.com) is a full-service architectural practice, recognized internationally as a leader in programming, planning, design and management services with a primary focus on Educational Facilities since 1952. Our offices in Newport Beach, Walnut Creek, and Solana Beach, California, represent a valuable resource of professional knowledge, talents and abilities which are provided to our clients with a personalized level of commitment.

Description
The Director of Design Establishes direction, policy and leadership in the programming and design of specific projects. He/she is responsible for strategic planning and setting overall long-term design guidelines to ensure the success of meeting the firms' contractual obligations. The Director of Design will represent the Firm's design goals and philosophy in the public realm and participate in business development.

Duties/Responsibilities
- Responsible for project budget adherence and design product quality of all projects during design phase.
- Assist in establishing strategic goals.
- Develop policy and process in cooperation with the Design Principal.
- Work with the Operations Manager to maintain interdepartmental goals, procedures and standards.
- Assist the Marketing Manager and the Proposal Team in preparing proposals and assigning project team.
- Participate in interview presentations.
- Preside over Design Advisory Board meeting and activities.
- Attend industry recognized conferences such as CASH, CCFC and AIA.
- Make presentation to the District, their Board of Education and their community.
- Periodically review all projects to ensure that the Firm's philosophy and quality standards are being adhered to.
- Maintain close contact with all staff in order to ensure high morale and production efficiency.
- Assume a design role on selected projects as appropriate.
- Provide design support throughout the firm for all projects as required.
- Travel to all tBP offices as necessary.

Qualifications
- Graduation from an accredited university with a degree in Architecture.
- Minimum 5 years design experience.
- Must have experience in designing K-14 school facilities.
- Well versed in various graphic methods.
- Must have outstanding interpersonal skills and accomplished written and communication skills.
- California Licensed Architect preferred.

Work Authorization
All individuals hired will be required to verify identity and eligibility to work in the United States. tBP/Architecture is unable to sponsor or take over sponsorship of an employment Visa at this time.

Salary Range: $160K - $200K

For consideration, please submit your resume and portfolio to Hung Cheng (hcheng@tbparchitecture.com).