

POSITION: Project Manager

LOCATION: San Francisco | Los Angeles

Page & Turnbull is an award-winning firm of architects and cultural resource specialists who have a passion for conserving historic places and reimagining them for the way we live today. All offices are looking for a Project Manager/Project Architect – someone with a professional degree in architecture and 8+ years of professional architectural experience.

The Project Manager leads challenging historic preservation and adaptive reuse design and consulting teams, interfacing directly with clients and communities.

YOUR CONTRIBUTION IS IMPORTANT

We're growing and hope to have a meaningful impact on historic places in California and beyond. With your enthusiasm and strong organizational and time management skills, you would have an immediate role in leading a variety of challenging historic projects encompassing a range of sizes and property types.

Primary responsibilities include:

- Developing and managing project work plans, budgets, & schedules.
- Preparing a variety of studies and reports, including, but not limited to: Design Studies, Existing Conditions Assessments; Feasibility Studies; Code Analysis; and Historic Structure Reports.
- Assuming project manager and/or project architect role on architecture projects, as prime or sub consultant.
- Preparing contract documents.
- Collaboratively managing teams for large projects and working individually on smaller projects simultaneously.
- Managing client communication.
- Supervising/mentoring junior staff.

Salary is commensurate with experience. Salary ranges from \$88,200 to \$121,275 annually. Page & Turnbull is an Equal Opportunity Employer and a participant in the Federal E-Verify program.

Rewards/Benefits/Compensation:

- Hybrid work schedule
- Friendly and collegial atmosphere
- Medical, Dental and Vision benefits
- FSA/Flexible Spending Account
- Employer paid long-term disability and life insurance plans
- Nine paid holidays (includes one floating holiday)
- Paid vacation
- Sick leave
- 401k retirement plan, plus discretionary employer contribution
- Discretionary profit-sharing contribution
- Commuter Checks program

To Apply:

If you have a passion for preservation, architecture, and design and want to work with smart and collaborative people who are dedicated to their craft and who understand that work satisfaction is an important part of our life, then please send a letter of interest, resume, and work samples in PDF format to resume@page-turnbull.com.

To make sure your information gets reviewed in a timely fashion, add "P&T [San Francisco] – Project Manager" in the subject heading.

Architecture position description

Exhibit A – Page 1 of 1

Architecture position description

Exhibit B – Page 1 of 1

Architecture position description

Exhibit C – Page 1 of 1