

**Job Title:** Project Manager

*Focus: Catholic churches, parish campuses, and educational facilities*

**Firm:** Kluger Architects

**Website:** <http://www.klugerarchitects.com>

**Location:** Los Angeles - Near Korea Town- Hollywood

**Salary Range:** DOE

**Job Description:**

At Kluger Architects, we specialize in the planning, design, and renovation of sacred and educational spaces throughout Southern California. We are seeking an experienced Project Manager who is proficient in Revit and passionate about creating thoughtful environments that support worship, education, and community.

If you have strong leadership skills and a deep understanding of the architectural process, we invite you to help guide our projects from early planning through construction.

**Requirements:**

As a Project Manager, you will oversee the successful delivery of architectural projects from concept through completion. You will lead project teams, coordinate consultants, manage schedules and budgets, and serve as the primary point of contact for clients.

Working closely with Project Architects, Job Captains, and consultants, you will ensure projects move forward efficiently while maintaining Kluger Architects' high standards for design quality, technical coordination, and client service.

**Your Impact:**

***Project Leadership***

Lead architectural projects from schematic design through construction administration, ensuring project goals, schedules, and budgets are maintained.

***Client Coordination***

Serve as the primary liaison between the firm and the client, leading meetings, presenting project updates, and guiding decision-making throughout the project.

***Team Management***

Coordinate internal staff including Project Architects, Job Captains, and junior designers to maintain a clear and organized project workflow.

**Consultant Coordination**

Manage collaboration with structural, mechanical, electrical, plumbing, and civil engineers to ensure integrated and coordinated project documentation.

**Project Delivery**

Oversee the development and coordination of construction document sets produced in Revit, ensuring accuracy, completeness, and compliance with building codes and ADA requirements.

**Construction Phase Support**

Guide the construction administration process, including reviewing RFIs, submittals, and responding to field conditions in coordination with the project team.

**Preferred Qualifications Experience:**

7+ years of experience in an architectural firm

Experience managing projects from design through construction

**Software Skills**

Strong proficiency in Revit

Familiarity with AutoCAD, SketchUp, or other modeling tools is a plus

**Industry Knowledge**

Strong understanding of construction documents, consultant coordination, and construction administration

Knowledge of California building codes and ADA requirements

**Leadership**

Excellent communication and organizational skills

Ability to lead teams and manage multiple projects simultaneously

**Contact information:** [Ckluger@klugerarchitects.com](mailto:Ckluger@klugerarchitects.com)

Kluger Architects is fully committed to the practice of equal opportunity for all and in all aspects of employment.