



hewn.studio

**HEWVN<sup>®</sup>**

# Project Architect Job Description

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▾ Shape lasting experiences.



# PROJECT ARCHITECT

## HEWN ARCHITECTURAL STUDIO

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### **Company Description:**

We are a design-first firm of imaginative architects and designers seeking to better the world around us so we leave this earth a little better than when we found it.

### **Company Vision/Purpose Statement:**

We exist to **shape lasting experiences** in the lives of our clients and communities.

## PROJECT ARCHITECT ROLE

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**Benefits:** \$85,000 - \$125,000/yr Salaried Position, Retirement Accounts (IRA/Roth IRA), Health Insurance, Life Insurance, Health Savings Account, Paid Leave including Parental Leave, Relocation Assistance

**Role Location:** 232 E. Front St., Bloomington, Illinois

**Direct Reports:** Firm Principals (Kyle Glandon, Paul Scharnett)

**Personality Profile:** Driven, Organized, Consistent, Focused

**Role Purpose:** As the lead architect of this firm, your job is to be the single point of responsibility for architectural project execution. You make projects happen. You support the conductors of the orchestra and execute on the vision we share together. You are the first stop of accountability for this firm's construction and design needs. You are the point person for ensuring constructability and project execution excellence to ensure long-term success of project goals.

**Role Description:** You will work with clients to ensure their projects are on track and meeting their expectations, and that their experience is nothing short of exceptional. You will work with our team to ensure that the inward culture and outward expression of **integrity, curiosity, and optimism forever remains**. As the primary point of architectural needs, **we are looking to grow with your leadership** to shape lasting experiences for the future.



## WHY IS HEWN THE RIGHT FIT?

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- You value your own quality of life over the grind
- Your contributions are valued and your input is genuinely needed
- Your performance efforts are shared across a real team, not just the idea of one
- You get to touch all aspects of a project lifecycle, including Owner-facing, construction, design, public events, and more
- You enjoy the personal, hand-crafted approach versus forgettable architecture
- You love to see quality design with tangible impacts
- You deserve a place to grow

## REQUIREMENTS

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- Genuine interest in and passion for carrying out the vision and purpose of Hewn Studio
- Motivated by design and thoughtful execution and expression
- Masterful technical skills and understanding of building construction and how such relates to design and people
- Thorough understanding of project types, construction delivery methods, construction and architectural fee structures, and project management
- Comfortable working independently and with teams, with outside consultants, with unfamiliar clients, with unfamiliar systems and processes
- 5+ years conducting construction administration duties or on-site/in-field experience
- 8+ Years as a Design Professional
- Hybrid position after initial training period

## BUCKETS OF RESPONSIBILITY & KPIs

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How will you know you are successful?

- You consistently ensure Customer/Client satisfaction
- You ensure the construction design team's delivery of project excellence, including creativity, budget, and schedule
- You maintain and develop existing firm reputation and help us grow
- You help us maintain and develop company processes, systems, and methods
- You look for ways to create efficiency and optimization to improve performance and effectiveness



## ATTRIBUTES OF A SUCCESSFUL CANDIDATE

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- Highly conscientious and reliable
- Clear communication, team player
- Ability to be self-directed, proactive problem solver
- Led by integrity, transparency, consistency
- Unafraid to be bold in design and thought

## ADDITIONAL TOOLS AND SKILLS *(programs, platforms, software, skills, etc)*

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- Revit and AutoCAD Experience
- ProCore, Autodesk Construction Cloud, or similar cloud-based coordination platforms
- Microsoft Teams, Office 365, Zoom, Google Docs, and general productivity suite familiarity
- Bluebeam, PDF Xchange, or similar PDF editing and markup software
- Familiarity with server-based share systems
- This role is critical to the evolution of the business. As such, job role duties will evolve with the business.