

## **JOB POSTING**

### **Production Designer/Project Manager – Gain Experience in all Phases, Showcase your Skills, Make an Impact**

Want to be involved in projects from start to finish, work with great teams on meaningful projects, and contribute to the legacy of an award-winning design firm? We offer that, professional development, and much more.

#### **The Company**

HKP Architects is an award-winning firm located in Mount Vernon specializing in sustainable, educational, civic, affordable housing, hospitality, and residential design. Established in 1952, HKP has grown from a small-town general practice to a regionally recognized and respected firm known for service, quality, and civic engagement. We are currently a talented group of seven, looking to increase in size. Our culture fosters growth, collaboration, and personal job satisfaction. HKP is an Equal Opportunity Employer who values workplace diversity.

#### **The Position**

We are looking for a motivated and talented Production Designer/Project Manager to join our team and become part of a special group of community-minded, engaged designers. You will have the opportunity to work directly with Partners on projects, in larger teams, and on all aspects of project design, development, and construction administration.

- Typical Production Designer/Project Manager has 2-3 years of experience with all phases of design and construction documents
- Typical Production Designer /Project Manager starting annual salary ranges from \$42,000 - \$47,000 + benefits, depending on experience, skill level, and ability to self-direct. Additional benefits include:
  - Medical, Dental, and Vision coverage
  - 3 weeks paid PTO; which increases with tenure
  - Annual Continuing Education Stipend
  - Annual Technology Training
  - Paid AIA Membership

#### **Responsibilities**

Production Designer /Project Manager work directly with the Partners, Project Architects, and Project Managers to initiate, develop, and execute a wide variety of project types and scales, support marketing efforts, support office-wide initiatives, develop office procedure improvements, and help grow all aspects of HKP services.

Other opportunities and responsibilities include:

- Work with project teams to produce necessary documents at all phases of design and construction administration
- Conduct field surveys to confirm as-built conditions; convert into 3-D models

- Attend client meetings for programming, design, and construction administration. Support projects with meeting minutes and follow-up assignments/tasks
- Maintain project files, both electronically and physically
- Support project teams during construction administration by attending site visits, producing minutes, reviewing submittals
- Archive project files
- Support development of proposals, award applications, and various other submittals

### **Required Professional Skills**

- Knowledgeable about Design Phase and Contract Document sets, including Specifications
- Knowledge of Construction Administration processes
- Knowledge of Code and Zoning requirements, and how to research them
- Knowledge of sustainable and universal design principles
- Comfort with presenting ideas to internal teams, clients, and contractors
- Able to quickly learn and utilize multiple technologies related to project documentation and marketing (renderings)
- Self-motivated and able to work independently with clear direction
- Able to work with other project staff in a positive, collaborative manner
- Open and honest communications
- Able to consistently meet deadlines and manage multiple, diverse, and complex tasks
- Ability to pitch in and assist on any level of task when the work calls for it

### **Required Technical Skills**

- Revit (including BIM360)
- Autocad
- Word
- Excel
- Adobe Creative Suite (InDesign, Photoshop, and Illustrator specifically)

### **Beneficial Technical Skills**

- Sketchup, Rhino, other modeling tools
- Enscape, other rendering tools
- Bluebeam
- Smartsheet, Microsoft Project, other Project Scheduling programs
- ProCore, E-Builder, other Project Management platforms
- Adobe Acrobat
- Energy Modeling software

### **Why Should You Apply?**

- You care about sustainability and community-oriented projects

- You want an opportunity to grow and develop a broad base of skills quickly
- You are interested in being an integral part of a growing and expanding practice
- You want to join a great group of designers and community-oriented individuals
- You have a desire to add your specific and unique skills to our team

**Interested?**

Please e-mail a cover letter and resume to Todd Reding ([todd@charrettevg.com](mailto:todd@charrettevg.com))