



Architect

Reports to: Principal, Project Architect, Project Manager, or Project Architect depending upon the scope of the project. You will also be assigned a mentor within the RTA staff.

Classification: Exempt

Date: 3/31/2021

Welcome to RTA Architects, a team comprised of seasoned leadership, visionary architects, and dedicated support staff. Since our founding in 1975, RTA Architects has created award-winning architectural and interior designs for the Colorado built environment. We specialize in healthcare, education, retail, and commercial properties, delivering beautiful functional buildings that serve the unique needs of their users and owners. We are proud of our collaborative work ethic, deep community ties, and that the majority of the work we do is with previous satisfied clients.

In your new position as part of the firm's architectural team, you will expand your craft and collaborate with architects who are profoundly impacting many of the area's greatest projects such as the Pikes Peak Summit Complex, the St. Francis Medical Center, and 21st Century educational facilities across the state. Your role will be fast-paced, multi-faceted, and highly engaging. Your primary duties are: project work from inception through CD and construction phases; reviewing architectural documents for potential conflict with all disciplines; implementing RFIs and change orders; and participating in client and team meetings. You will also be relied upon for your attention to detail, a proactive positive attitude, and superior communications skills.

From our loft offices in beautiful downtown Colorado Springs, our culture is open and collegial. You'll interact with many teammates and will find yourself engaged by multiple people at the same time. You will be a part of a firm where you will be working with seasoned leadership who truly value mentorship and helping architects expand their skills.

And while you are learning from us, we want to learn from you. You'll provide input to help RTA continually improve our documents and systems and seek to obtain progressively higher-level assignments on a variety of projects. Come ready and excited to share your experiences, ideas, and career growth desires with us!

Specifically, the candidate will be responsible for:

- Positive client relations.
- Assisting the Project Architect and/or Project Manager with client/project coordination.



- Providing data to Principal, Project Architect, or Project Manager for evaluation of budget, schedule, and design compliance, along with project billing/accounting.
- Assisting Principal, Project Architect, or Project Manager in the accomplishment of assigned tasks with the ability to prioritize tasks.
- Managing projects of limited scope under supervision of Principal, Project Architect, or Project Manager.
- Supervising personnel through the completion of the assigned task.
- Answering questions and giving guidance to staff.
- Monitors project tasks to maintain budget, schedule and scope of work
- Developing technical competence of project team members.
- Keeping current on the state of the architectural profession through review of periodicals, continuing education through seminars, and participation in professional organization activities.
- Strict adherence to office standards and procedures.

The above duties are typical of the position, but are not all-encompassing. Each person is expected to assist with duties required to deliver a quality product on schedule and within budget. Specific job tasks will be delineated in the Project Task List as assigned for each project. *Changing the scope of work or deviating from any other part of the contractual agreement requires prior approval from a Principal or Project Manager.*

Qualified applicants must have:

- Bachelor's or Master's Degree of Architecture.
- State of Colorado Architectural License.
- Minimum three to seven (3-7) years architecture experience.
- Superior communication skills to facilitate meetings with the client and project staff.
- Creative thinking ability and excellent design skills.
- Experience with governmental agencies regarding building codes and zoning ordinances.
- Required skills: job knowledge, communication, leadership, planning, teamwork, decision-making, judgment, and problem solving associated with all phases of a project.
- The ability to utilize computer systems as a tool to manage projects. Required computer skills: Revit, AutoCAD, Adobe Creative Suite, and MS Office.
- Ability to perform work which requires the consistent exercise of discretion and judgment in its performance.



Work hours are 8 am – 5 pm, Monday – Friday. Salary dependent upon experience and skills, plus benefits.

To apply, send a PDF or Dropbox link containing your cover letter, resume, and samples of your professional work to employment@rtaarchitects.com. Please include your name and the position Architect in the subject line.

For more information about RTA, please visit our website at www.rtaarchitects.com, or check us out on [Facebook](#) and [LinkedIn](#).

RTA is an equal opportunity employer.