



Project Architect

Reports to: Principal, Associate Principal, Project Architect, or Project Manager depending upon the scope of the project and project assignment.

Classification: Exempt

Date: 06/03/2016

Welcome to RTA Architects, a team of 39 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 Saint Francis Medical Center, and innovative educational facilities across the state. Your role will be fast-paced, multi-faceted, and highly engaging, and depending upon the type of project may be assigned the responsibilities of the Project Manager, Project Architect, or Architect. Your primary duties are to plan, design, and assist in the creation of successful architectural and/or planning projects. You must have a thorough understanding of the practice of architecture and ability to develop a high quality projects. You will also be capable of leading and participating in client and team meetings and will be relied upon for your attention to detail, a proactive positive attitude, and superior communications skills.

From our 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 under seasoned professionals 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 on helping RTA to 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.

(continued next page)



Specifically, the candidate will be responsible for:

- Strict adherence to office standards and procedures.
- Positive client relations.
- Assisting with client/project coordination.
- Providing data for evaluation of budget, schedule, and design compliance, along with project billing/accounting.
- Accomplishing assigned tasks with the ability to effectively prioritize.
- Managing projects under the supervision of the Principal-in-Charge.
- Supervising personnel through the completion of projects.
- Answering questions and gives guidance to staff.
- Monitoring 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.
- Perform any task as requested.

The above duties are typical of the position, but are not all-encompassing. The individual should be competent in these areas. Each person is expected to assist with duties required to deliver a high-quality product, on schedule and within budget. Specific job tasks will be delineated in the Project Task List as assigned for each project. Reclassification of an employee's job description is at the discretion of ownership.

Qualified applicants must have:

1. Bachelors or Master's Degree of Architecture.
2. State of Colorado Architectural License.
3. Minimum twelve (12) years architectural experience.
4. Display a high level of architectural knowledge.
5. Excellent communication skills to facilitate meetings with the client and project staff.
6. Creative thinking ability and aesthetic sensitivity.
7. Experience with governmental agencies along with knowledge of building codes and zoning ordinances.
8. Thorough knowledge of local code requirements with the ability to implement.



9. Strong skills regarding: job knowledge, communication, leadership, planning, teamwork, decision-making, judgment and problem solving associated with all phases of a project.
10. The ability to utilize computer systems as a tool to effectively manage projects.
Required computer skills: AutoCAD, Revit, and MS Office.
11. Experience and leadership skills as required by Ownership.

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

To apply, send a PDF containing your cover letter, resume, and a portfolio of your professional work to employment@rtaarchitects.com. Please include your name and the position 'Project 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.