

Two Mill Road, Suite 210

Wilmington, DE 19806

302.984.1400

■ PROJECT MANAGER / PROJECT ARCHITECT

Tevebaugh Associates, a Wilmington-based mid-Atlantic design practice, is seeking to add a full time project manager to our growing organization. Our firm prides itself in our strong benefits package and energetic, creative, and driven studio environment. The successful candidate must be self-motivated and highly organized. Selected candidate will have the opportunity to lead a variety of project types and sizes. Ability to handle multiple projects is essential.

Our office operates in an interactive studio environment. While individuals must be fluent in Revit modeling, construction documentation and detailing, we rely heavily on collaboration and interaction to achieve our success. The ability to resolve complex problems, contribute constructive criticism and meet deadlines is imperative.

Qualifications:

- Licensed Architect
- 5 years of experience in an architectural practice (Minimum)
- Working knowledge of AutoCAD and Revit

Responsibilities:

- Lead medium to large size projects, acting as client and consultant point of contact.
- Responsible for overall project coordination including budget, schedule, and development of contract documents.
- Assist in the development, documentation and construction administration of a wide array of construction project types.
- Engagement with the growth of an established practice, including, but not limited to, active participation in marketing proposals and presentation preparation.
- Coordination and communication with all consultants
- Provide direction to other production staff members
- Provide detailed code review on projects
- Monitor and meet project budgets

Please respond via e-mail to info@tevebaugh.com. Provide a single attachment, no more than 5MB, in .pdf format, that includes a cover letter, resume, and portfolio of related work.