



## **ARCHITECTURAL PROJECT MANAGER**

**REPORTS TO:** PROJECT ARCHITECT, PRINCIPALS

**LOCATION:** SPRINGFIELD, IL -OR- CANTON, IL

**SALARY RANGE:** \$82,500 - \$89,000

## **POSITION OVERVIEW**

Graham & Hyde Architects is seeking an experienced Architectural Project Manager to lead and manage projects from concept through completion. This role requires strong design skills, technical expertise, and the ability to coordinate multidisciplinary teams while ensuring compliance with client requirements, building codes, and project budgets.

The position is responsible for the practical and organizational details of a project, such as:

- Project planning: Developing a project plan, including a schedule and budget.
- Project files: Maintaining project files, including correspondence, drawings, and material samples.
- Coordinate and integrate work with architects, designers, construction administrators, consultants, and any other member of the project team.
- Team management: managing a team of junior architects, technicians, and project assignments.
- Programming, Schematic Design, Design Development, & Construction Documentation.
- Design and Technical aspects: Overseeing and participation in the creation of architectural documents.
- Construction & Contract Administration: Monitoring all phases of the building process to ensure the construction meets the project architect's concept. Communicate with firm partners, clients, and contractors regarding changes.
- Ensure projects are completed on time and within budget.
- Provide exceptional client service and maintain strong client relationships.

## **PHYSICAL AND ENVIRONMENTAL REQUIREMENTS**

- Ability to conduct on-site construction observations, which may involve walking long distances, standing for extended periods, and navigating uneven surfaces.

- Ability to climb ladders or access elevated areas in order to perform roof inspections, verify construction details, or complete field measurements.
- Ability to position self (e.g., bending, kneeling, crawling) to inspect tight or restricted spaces, such as mechanical rooms, under-floor areas, or ceiling cavities.
- Ability to work both indoors and outdoors and tolerate exposure to typical construction site conditions, including weather, noise, and dust.
- Ability to lift and carry up to 25–50 lbs. of equipment, drawings, or materials as needed for site visits.
- Must maintain a valid driver's license, auto insurance, and reliable transportation for travel between office, job sites, and client locations.
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

## QUALIFICATIONS

- Professional degree in Architecture (B.Arch/M.Arch).
- Licensure preferred; equivalent professional experience (10+ years) in architectural practice will be considered in lieu of licensure.
- 5–10 years of experience in architectural design and project management.
- Proficiency in Revit and other design software.
- Strong knowledge of building codes, construction methods, and materials.
- Excellent communication, leadership, and organizational skills.
- Ability to manage multiple projects and deadlines effectively.

## PREFERRED SKILLS

- Familiarity with project delivery methods (Design-Bid-Build, Design-Build).
- Strong presentation and client engagement skills.

## WHY JOIN GRAHAM & HYDE

- **Flexible Scheduling** for work-life balance.
- **100% Employer-Paid** Medical, Dental, and Vision Insurance.
- Employer paid disability and life insurance.
- **4% 401(k) Employer Match.**
- Collaborative and innovative work environment.
- Opportunities for professional growth and continuing education.