



*Position:*

## **Full-time Project Architect**

### General description

Bostwick Design Partnership, a full-service architectural and interior design firm with offices in Cleveland, OH; Erie, PA; Pittsburgh, PA and Miami, FL is seeking a full-time Project Architect with +/- 10 years of experience in healthcare and higher education to join our firm at the Miami location. This opportunity will allow you to execute all aspects of the project in a work environment where design excellence is achieved through team collaboration.

Bostwick Design Partnership practices the art of architecture and the science of design. We create medical, educational, and civic environments that advance well-being and knowledge. Our clients include top academic institutions and health systems nationally and internationally. Our firm received the Gold Medal Firm Award from the Ohio Chapter of the American Institute of Architects. For more information visit our website: <http://www.bostwickdesign.com>

### Primary Design Responsibilities

- Create project deliverables for all phases of design
- Coordinate tasks with internal and external teams for integrated project delivery
- Develop forward thinking design solutions
- Coordinate visual design process
- Advance project design and delivery of construction documents and specifications (not necessarily author specifications)
- Execute technical design & detailing
- Perform Quality Assurance/Quality Control at all phases of design
- Confirm project complies with applicable codes including AHCA and FGI for healthcare projects
- Manage project-specific Building Information Modeling
- Carry out Bidding and Construction Administration process

### Secondary Project Management Responsibilities

- Communicate design intent to owner
- Represent owner's concern to firm leadership
- Develop project phasing & execute work plans
- Develop and manage project schedule

### Qualifications

- Bachelor of Architecture or Master of Architecture professional degree required
- Architecture professional licensure
- Proficiency in Revit



- Experience with Adobe Creative Suite preferred
- Microsoft Office Suite experience.

#### Characteristics

- Excellent organization and time management skills
- Prioritization to meet deadlines in a fast-paced environment
- Creative problem solving and imaginative design abilities
- Collaborates successfully as part of a team
- Capacity to work on multiple projects simultaneously
- Strong interpersonal, verbal and visual communications skills
- Good written communication skills a plus
- Assertive, tactful and enthusiastic
- Takes initiative but also takes direction from office leadership
- Committed and loyal
- Ability to maintain discretion and confidentiality at all times

#### Benefits and Compensation:

- Health insurance
- Paid time off for holidays, personal time, and accrued vacation
- Strong professional development and mentoring opportunities
- Compensation discussed on an individual basis

Interested candidates should submit resume and portfolio examples to:

Rick Ortmeier AIA, LEED AP  
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