



<u>Position</u>	Director, Pittsburgh Office
<u>Type</u>	Full-time, Salary
<u>Primary Location</u>	Pittsburgh, Pennsylvania

Company Overview

Bostwick Design Partnership is a full-service architectural and interior design firm with offices in Cleveland, OH; Erie, PA; Pittsburgh, PA; and Miami, FL.

Staff are driven by the principles of Design, Experience and Partnership.

- We choose to make a meaningful and positive impact in our world through the act of design.
- We create architecture for its power to shape the human experience.
- We design for others and are fulfilled by creating partnerships with our teams and clients.

Learn more about us at www.bostwickdesign.com.

Position Summary

Bostwick Design Partnership is seeking a full-time Office Director to lead our team in Pittsburgh, Pennsylvania. The successful candidate will be a self-motivated licensed architect with leadership characteristics and at least 8 years of experience. This position includes all aspects of the project in a work environment where design excellence is achieved through team collaboration.

Primary Responsibilities

- Expand our firm's capabilities to provide programming, planning and design services to top clients in Pittsburgh and western Pennsylvania.
- Work in collaboration with firm officers to help shape and deliver Pittsburgh office strategy.
- Enhance the firm's existing client relationships and cultivate new clients to build business.
- Actively participate in our Business Development planning meetings.
- Assist with Pittsburgh office income projections.
- Assist with project fee proposals, as well as Owner and Consultant agreements.
- Participate in staff development and new candidate interviews.
- Participate in Pittsburgh staff annual professional reviews.
- Assist with project staffing and management.
- Participate in weekly Project Manager staffing meetings.

Qualifications

- Professional degree required: Bachelor of Architecture or Master of Architecture.
- Professional licensure required.
- Must reside in – or be willing to relocate to – Pittsburgh, Pennsylvania.
- Marketing and Public Relations experience.
- Office Management experience.
- Understanding of project management software preferred.



Compensation and Benefits

This position offers a competitive salary and discretionary, performance-based bonuses. Benefits include, but are not limited to, health, dental, and vision insurance, 401(k) with employer contribution, and paid time off.

Equal Employment Opportunity Statement

Bostwick Design Partnership is an Equal Opportunity Employer that does not discriminate on the basis of race, sex, age, religion, disability, national origin, or socioeconomic class.

Interested candidates should submit a resume and portfolio to Katie Bible, Employee Engagement Manager, at biblek@bostwickdesign.com.