

Job Opening

October 6, 2023

Thaler Reilly Wilson Architecture & Preservation, LLP is looking to fill the following open position:

Project Manager

As our Project Manager, you'll be helping us plan and interpret interesting projects through all phases of development. This includes technical elements such as scheduling, budgets, and maintaining and updating the team and stakeholders on all the major changes that may occur. The impact you'll have is that we'll be able to fulfill our clients' wishes and dreams with each project, in the timelines we forecast. We realize no project goes perfectly, but how you prepare for contingencies will help ensure that we're operating as smoothly as possible.

Every day, you're going to be working in or around any or all of these elements:

- You'll LEAD the team working on assigned projects, ensuring deadlines are kept, accurate status updates and related activities are on schedule.
- Work with stakeholders to triage and create secondary action plans to get projects back on task.
- You'll oversee the team's design and development (concepts to final drawings), yours and your colleagues. This includes new design concepts and edits and changes requested by our clients or building code requirements.
- Monitor and manage the administrative aspects of construction projects (i.e., working with municipalities on permitting requests, completing forms, sitting in front of Planning boards, responding to questions from clients, town residents, and more.
- Develop and maintain strong relationships with our clients and others in our industry (municipal, commercial development, construction, etc.)
- Last but not least, ensure all the I's are dotted and T's are crossed on everything you do.

To THRIVE in this role, here's what you're going to need:

- Bachelor's degree in Architecture or related field to apply well-founded concepts to our projects
- 8-10 years of experience in the Architectural industry with medium to large projects
- Five years of direct project management experience (overseeing everything from soup to nuts) related to Architectural projects
- A Leadership (not management) mindset (helping your colleagues and organization grow)
- Proficiency using Revit, AutoCAD, as well as office and project management software (ie, Word, Excel, Outlook, and MS Project)

Here's the type of person who fits in with our team:

- Someone who wants to work collaboratively with teammates. You might have something to teach or learn. We like to share.
- Passion for Architecture
- Looking for a flexible work-life – i.e., hybrid work style or in-office.
- You need competitive benefits, including paid time off, health insurance, and more

Compensation: Competitive salary based on experience and capabilities. Range \$80,000-\$120,000.

The future of preservation is here, and we want you to be a part of it. Join a collaborative and diverse environment with our team of forward-thinking individuals. Our mission is clear: to restore important places and spaces for our community. As the newest addition to our innovative group, you'll be responsible for contributing to our significant regional impact from day one. If you're eager to be at the forefront of transformative architectural experiences, let's connect and explore the possibilities together.

We realize it's hard to know everything about a person from just a resume, just as much as you realize it's hard to know everything about what a company's like from a job post. Apply today. Let's talk and see if we're a good match for one another.

Interested? Send cover letter, resume, and supporting portfolio information to:

Cynthia Geshell

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Thaler Reilly Wilson Architecture & Preservation, LLP is an equal opportunity employer.