



## Architect Project Manager- Mixed Use / Commercial

45 Architecture is seeking a full-time project manager to oversee mixed use / commercial design projects. Office located in Bozeman, MT.

45 Architecture offers comprehensive architecture and interior design services to clients in both the public and private sector. 45 Architecture's portfolio includes custom, high-end residential homes and many community projects such as, libraries, K-12 and higher education facilities, stadiums and athletic facilities.

### Primary Responsibilities:

- Manage project team in development of the design and production, organization, coordination, thoroughness, and accuracy of the virtual building model and all documents in the drawing set for all project types.
- Manage communication and coordination with project team members, consultants, and contractors
- Research code requirements and interface with governmental agencies
- Research materials, products and systems
- Manage project team to produce presentation materials for client and agency presentations
- Record and issue minutes for project meetings with the ability to track budget, schedule and workflow.
- Research and specify materials, products and systems
- Attend jobsite meetings, issue supplemental instructions and RFI responses, process submittals and shop drawing review during Construction Administration

Qualifications:

- Accredited degree in architecture
- 3-5 years of related professional experience in design, production and management.
- Demonstrated BIM proficiency (Revit and Adobe Suite preferred)
- Excellent verbal, written, collaborative and graphic communication skills

Compensation:

45 Architecture offers a competitive compensation package including paid health insurance premiums at 80/20, profit sharing, 401K with a company match, commissions, generous paid time-off, life insurance, and short/ long term disability.

How to Apply:

Submit cover letter, resume and portfolio samples, with indication of your role on the projects to [hello@45arch.com](mailto:hello@45arch.com). Please no hard copies, drop-ins, calls or resumes submitted through Indeed. Resumes submitted without work samples will not be considered.