

Project Manager – Position Description

BFrank Studio is a boutique design firm specializing in institutional and commercial design. While our focus is in architectural design, we also engage in master planning/feasibility studies; graphic design (including environmental graphics and wayfinding; and, interiors. We work throughout the state of Florida from our office in Tampa. Our foundational philosophy is one that puts clients in the center of what we do and our obligation to place the health, safety and welfare of the public is sacred. Our work is grounded in research and an individual approach to every client and project. Our expectation is for our staff to be collaborative - being capable of thriving in an environment that encourages everyone to do their best work and elevate others to do the same,

Experience: 5-7+ years of relevant experience in institutional or commercial design and construction administration with the requisite education and requirements to become licensed in addition to demonstrated skills in managing design projects throughout the project delivery process

Education: M. Arch preferred; 5-year Bachelors in Architecture to be considered with commensurate experience. Degree must be from a NAAB accredited program allowing the individual to complete the AXP and sit for exams. Preference would be given to candidates who have completed most of their AXP and are committed to sitting for exams or partially completed the exam process.

Position

Requirements: In addition to the minimum requirements above, the candidate will be required to:

Manage projects for the studio through coordination with all team members (i.e. owner, contractor, consultants and staff)

Take a leadership role in facilitating client and community workshops/meetings

Actively engage in construction administration – including field visits, managing supplemental instructions and all CA documentation

Demonstrate ability to develop construction documents holistically and completely; including consultant coordination

Demonstrate design ability in a collaborative environment by assisting with critique of junior staff and development of projects from programming through construction administration

Provide quality control by assisting with review of junior staff work product

Generate three-dimensional (BIM) models and develop renderings using those models in appropriate modeling and post-production software

Ability to generate specifications throughout the design process while managing budget and schedule implications

Demonstrate initiative in addressing and solving problems

Clear and concise communication – verbal, written and graphic

Demonstrate strong time and task management skills

Demonstrates an ability to multi-task and pivot to manage aspects of a variety of projects at any given time

Additional

Considerations: Special consideration will be given to candidates that demonstrate a commitment to professional development, including – but not limited to:

Membership and participation in professional or trade organizations (i.e. AIA, USGBC, CSI, etc.)

Interest in developing skills in specification writing, graphic design, marketing/business development and/or other aspects of the profession

Technical Skill Requirements:

Must have a basic proficiency in the following skills or programs: Hand-drawing/ detailing; Revit; AutoCAD;

Photoshop, Microsoft Office

Preference will be given for candidates with experience in Lumion, Sketch-Up, PowerPoint and Adobe Creative Suite (i.e. InDesign and Illustrator)

Preference will be given to candidates that can demonstrate the ability to generate specifications and communicate understanding of cost estimating and schedule management

BFrank Studio is an equal opportunity employer and utilizes the E-Verify system for employee verification through the U.S. Department of Homeland Security.

Please submit all Letters of Interest, Resume's, and Portfolio's to Jacqueline at jacqueline@bfrankstudio.com (please include phone contact information).