



## Job Description

**Job title:** Architect/Project Manager

### **About Travois:**

Travois is a consulting and architectural firm located in the Crossroads Arts District of Kansas City, Missouri. For nearly 25 years, we've worked with Native American, Alaska Native and Native Hawaiian communities to help them build affordable housing and create jobs. We've generated more than \$1.3 billion worth of development for our more than 100 clients. We're a dynamic firm with great benefits looking for an architect to help us with our growing business. We work hard to treat employees like family: we offer very generous PTO, 10 weeks paid parental leave, an on-site daycare, parties on our roof-top deck, a monthly gallery exhibition of indigenous artists for First Fridays, and weekly catered lunches. We're looking for smart, motivated, and optimistic people to join our team.

### **Job Summary:**

The Architect/Project Manager is responsible for managing or contributing to residential and commercial design and construction projects with indigenous communities across the United States. This individual will take the lead in managing projects and clients from all points in the design and construction process, including but not limited to; marketing, proposals, budgeting, research and planning during the schematic phase, design development, coordination of final drawings and specifications sets and regular construction oversight during the building phase.

Our clients are Native American, Alaska Native and Native Hawaiian communities across the country, from Hawaii and Alaska to Maine. To provide the best service possible, we frequently travel on site to meet with leaders and families who will live in the homes we design. Approximately 25%-50% of the architect's time will be spent out of office traveling to clients across the country in order to market, provide preliminary design services (charettes), attend construction meetings and conduct construction monitoring of work-in-place.

**Duties and Responsibilities** include the following. Other duties may be assigned.

- 1) Participate in the creative design process, providing input for new design clients, researching products, building methods or other green building techniques that can be applied to our affordable housing projects.
- 2) Prepare project drawings from preliminary/schematic stages through construction documents, as needed.
- 3) Assist the Director when needed to market and/or present design proposals to potential clients.
- 4) Coordinate with outside consultants as needed (Engineers, Surveyors, Asbestos/Remediation Consultants)
- 5) Create accurate construction budgets based on completed designs, utilizing RSMean or other cost estimating software.
- 6) Create specification documents based on completed designs, utilizing MasterSpec template documents.

- 7) Construction management – assist during bid process, respond to contractors inquiry, work with client to prepare contract documents
- 8) Participate in regular site visits (travel required) to provide work-in-place inspection services on design projects.
- 9) Participate in regular construction conference calls with client and other members of construction team to monitor construction progress.
- 10) Complete and coordinate other construction related LIHTC or financing requirements: State reports, Capital Needs Assessments and Investor related plan reviews.

**Skills:**

- Oral and written communication
- Confident public speaking
- Client service and client relations
- Time management and organization, multitasking
- Competent/experienced with Autodesk/AutoCAD drawing software
- Proficiency in operating MS Office software – Word, Excel.
- Ability to build and study architectural scaled models
- Hand drafting or rendering skills for presentation drawings is a plus.

**Required Experience:**

- Bachelor's or Master's of Architecture Degree from a NAAB-accredited architecture school
- Completed the Intern Development Program under a licensed architect
- Current National Council of Architectural Boards (NCARB) Certificate
- Maintain a State Architectural License in good standing (preference for licensure in multiple states, including MO)\*Note: relevant experience may be considered in lieu of full licensure.
- Experience with residential or multifamily housing design is preferable, particularly affordable housing. Also desirable; experience with designing for Native American clients.
- Experience with green design, particularly LEED programs as they relate to residential design. LEED certified is highly desirable.
- Residential Building Inspector License (through ICC) or other residential construction inspection experience. \*This requirement may be fulfilled through training/testing while employed, but will need to be met within the initial 90 day period for continued employment.

**Physical Requirements of the Job:**

- Ability to sit at a desk working for extended periods of time during the work day.
- Ability to communicate verbally, in person and by telephone with colleagues and customers in the office and around the country.
- Ability to use the computer and communicate via the internet with colleagues and customers in the office and around the country.
- Ability to travel by airplane and drive a car to client sites.
- Ability to walk around client sites doing inspections of LIHTC projects and visiting clients' offices.

Travis is an Equal Opportunity Employer.