

MORGANTE • WILSON ARCHITECTS, LTD.

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ARCHITECTURE • INTERIOR DESIGN • URBAN PLANNING

MORGANTE WILSON ARCHITECTS, LTD. (Evanston, IL)

Morgante Wilson Architects, Ltd. is a diverse and vibrant group of 25 people committed to enriching our community through design excellence. We specialize in residential construction and design. We believe the optimum client-architect relationship results from closely working together as an active team. We garner clients' trust through carefully listening to their ideas, preferences and concerns. With expertise in architecture and interiors and respect for landscape design, we are able to deliver a comprehensive and consistent project from start to finish.

POSITION SUMMARY: Project Manager (Architectural)

Morgante Wilson Architects has a great opportunity for an experienced PROJECT MANAGER in our Evanston office. We are looking for a talented individual to join our staff and handle various architectural design components for our residential projects. The PROJECT MANAGER will work and learn within a group of 2-4 team members working on multiple custom single family homes. The team's work varies in size and scale and includes both new construction and renovations.

REQUIRED QUALIFICATIONS:

- Bachelor or Master of Architecture degree from an accredited program, at least 4 years of RESIDENTIAL experience.
- Minimum 50% completion of NCARB IDP training, including documentation to demonstrate progress.
- Experience in design development, zoning and code review, and the preparation of construction documents under supervision.
- Demonstrable AutoCad 2013 working knowledge including layer management, external references, and other 2D commands. Experience as office wide CAD coordinator highly desired.
- Basic MS Word and Excel ability.
- Valid driver's license required.

ESSENTIAL JOB RESPONSIBILITIES:

- Work on all project phases within a team to deliver according to a pre-determined schedule. Typical focus areas include planning and design, zoning review, permitting, bidding, construction documents, purchasing and site observation activities.
- Perform initial building and zoning code reviews; energy code review; complete permit submission documents such as FAR diagrams and calculations.
- Communicate with other consultants, vendors, and contractors to ensure coordination of project requirements and collaborate as necessary.
- Resolve or provide solutions to design and technical challenges and coordinate as required for a given portion of a project.
- Monitor project cost control, transaction spreadsheets and tracking documents.
- Participate in team meetings to help resolve project issues, coordinate with other consultants and review schedule adherence.

CONTACT:

Please address your correspondence to Elissa Morgante at info@morgantewilson.com. Resumes, including email address and phone number, should be sent by email only in PDF form. If we are interested we will contact you.