

Senior Project Manager/Senior Project Architect

Firm Profile

Menemsha architecture is a full service architectural firm providing a full array of architectural services to some of the most successful fortune 1000 companies throughout the United States.

We are a fast moving, design-focused practice looking to expand our talented team in our new Torrance offices. Our office culture is highly collaborative, the work ethic highly professional, the spirit youthful and ambitious, and the opportunities great. We are seeking architects who aspire to excellence in all aspects of our work.

With a national reputation for our architectural branding services and tenant improvement roll outs, the firm is quickly moving into other design spheres, including ground-up corporate offices and headquarters, banking and finance, and other challenging typologies.

Job Description

Menemsha is seeking, motivated individuals to join our practice who possess the core qualities of enthusiasm, strong character, high intellect and strong interpersonal skills.

In particular, we are seeking a qualified Senior Project Manager/Senior Project Architect who can handle a range of assignments in term of scope and size and daily responsibilities that can vary greatly. This includes keeping team efforts organized, ensuring quality in project delivery, managing budgets, schedule and fees, employing and evolving the firm's process and procedures, but also mentoring staff, maintaining a positive work flow and energetic team atmosphere. Senior Project Manager's/Senior Project Architect's are champions for good design and representing our client's vision on every project.

A qualified individual will be expected to manage multiple programs/clients on a variety of architecture project types.

Specific Responsibilities Include:

- Contribution to the strategic thinking of the office including future growth and structure.
- Handle complex challenges smoothly with the ability to see the big picture.
- Advocate for design excellence internally and with the client
- Collaborates with clients to identify program objectives and establishes key work priorities for development and implementation of the systems and process required to execute these objectives.
- Become immersed in the client's brand (design), standards and policies for program implementation.
- Develop, monitor and maintain program protocol including design, technical, administrative and billing/invoicing.
- Guide team to provide excellent client service while maintaining profitability.

- Participate and monitor in the technical review and quality assurance/quality control of projects by reviewing various levels of documents (SD, DD, CD, BID, Permit, etc.) for completeness and accuracy.
- Prepare RFP's and partner with business development and legal to finalize contracts.
- Develop prototypes for established and/or fledgling programs/clients.

Knowledge, Skills & Abilities:

- Ownership and accountability for program/project and firm wide success.
- Excels in a team-based and fast paced environment.
- Superior leadership, communication skills and highly organized.
- High-level of design competence and expertise in the following:
 - Must understand and be able to articulate the Brand aesthetic
 - Must possess an elevated design sensibility and knowledge of architectural and interior design details.
 - Must have strong programming and space planning skills.
- Able to create a sense of trust and urgency with clients to create confidence in Menemsha's ability to manage their assets on each program/project.
- Anticipates potential challenges or obstacles and timely identifies and implements solutions.
- Ability to think strategically and participate in executive level planning.
- Initiative!!

Qualifications:

- A minimum of 12-15 years of architectural design, production and technical experience through all phases of project design, documentation and construction administration, with a minimum of 5 years of proven organizational and project management experience.
- Experience in high end and quick service restaurants are required.
- Experience in any of the following areas is a major plus:
 - Banking and finance
 - Retail tenant improvement
 - Retail ground up/Shopping centers
- A Degree in Architecture from an accredited university.
- Licensed or actively seeking IDP and professional license preferred.

Please forward, a professional resume, salary history and samples of work to

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