

# PROJECT ARCHITECT / PROJECT MANAGER

## Firm Overview

Newman Garrison + Partners (NG+P) is an innovative award-winning, full-service architecture and interior design studio based in Costa Mesa, CA. Celebrating 30 years as renowned architects and designers, NG+P provides clients a distinctive “one-stop shop” for planning, design, inspiration and collaboration. As part of NG+P’s creative portfolio, the firm was in the forefront of creating what is known today as the “Texas Wrap” high density solution and the most recently acclaimed and innovative “New Block” (Park Landing) urban in-fill prototype. NG+P’s team of highly trained design professionals specialize in creating innovative, yet timeless, architectural design for mid- and high-rise multifamily towers; mixed-use, urban infill and transit-oriented developments; hospitality; resort communities; single family; and work-force and student housing.

NG+P has received numerous awards for its outstanding Urban design and land planning expertise, and collaborates with clients to plan and design creative, sustainable and cost effective design solutions.

## Position Overview

The Project Manager candidate will be responsible for overseeing and managing the Design Development, Construction Document and Construction Administration phase of a project while working directly with studio leadership. These responsibilities include coordinating the project with studio personnel, outside consultants and the Client to ensure the efficient and effective completion of the project design, documentation, and construction administration process including:

- Managing the project team, including sub-consultants and client representative
- Working with in-house staff, coordinating with the design & interiors studio
- Review all work related to the completion of construction documents, including drawings and specifications, and follow guidelines in relation to budget, scheduling and quality control
- Working in a team environment
- Improve and assist in maintaining department standards

## Responsibilities

- Supervise all aspects of the design process from start to finish, successfully understanding the needs of the client in relation to time and budget
- Maintain responsibility over technical design, project coordination and quality control while reviewing material samples, shop drawings and work samples
- Accurately provide information on construction administration duties, cost estimate and calculations and additional construction documents
- Communicate well with design team, clients and consultants

## Qualifications

- BA/BS in Architecture; California Registered Architect preferred
- LEED AP is a plus
- 7-10 years of experience in management and design of commercial or mixed-use projects
- Excellent verbal and written communication skills
- Proven knowledge in AutoCAD, SketchUp and other industry software, Revit is a plus
- Demonstrated knowledge and understanding of overseeing project delivery
- Proven knowledge of building codes, especially access/ADA

Send Resume:

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