



Job Description: Job Captain/Project Manager

Career Level:

Reports To: Principals and/or Project Architect

Created: June 2023

In 2016, Red Barn Architecture was founded to offer a signature blend of services: a unique mixture of architectural and technical know-how. Our current projects include custom green homes, large scale residential addition/renovations, multi-unit developments and small-scale commercial.

Red Barn believes in happy.

Happy clients start with a clear design process. The results are designs that reflect our clients' values and will positively impact their day-to-day life. We're not here to exercise our egos; we're here to understand each household's unique needs and lifestyle. That translates into thoughtful spaces that elevate life through improved functionality, more enjoyment, and beautiful details.

Happy staff starts with a work environment that respects you as a person and the contributions you make. It's creating space for everyone's opinions and helping to forge bonds between team members that extend out of the office and into the community. It's a shared commitment to working hard, solving problems, and celebrating our collective successes.

We are looking for long term partners to join us in building Red Barn. We run on a modified 4-day work week, and offer a benefits package that includes paid vacation, continuing education reimbursements, employee profit sharing plan and a work-sponsored retirement plan with employer match. This position is based in beautiful coastal Essex, Massachusetts.

No remote inquiries, please. Exceptional design happens when everyone is in the same room.

ABOUT YOU

We're looking for a new team member with 3-8 years experience and strong design and Revit skills that wants an opportunity to make their mark! Join our team.

You will be stepping into a leadership role where you will mentor staff, guide projects through every stage, and lend your critical thinking skills to firm management decisions.

RESPONSIBILITIES & TASKS

The Job Captain responsibilities include to independently advance project design, develop technical detailing, lead the preparation of project documentation and consultant coordination, manage permitting and entitlement processes, and construction administration. Project management skills such as oversight of fee allocation, project schedule, workflow, deadlines, deliverables, and effective client communication will also lead to success in the role.

In the first three months you can expect to:

- Develop familiarity with the firm's design and documentation standards, software, systems, and processes
- Lead design and documentation for projects on the boards
- Collaborate on projects with all members of the firm

Over time you will have opportunities to:

- Lead firm-wide sustainability initiatives and staff development
- Further develop office standards and operational procedures
- Mentor junior staff and participate in peer-to-peer knowledge sharing
- Engage in professional development and training that supports additional project leadership opportunities
- Contribute energy, ideas, and expertise that help the firm grow and evolve
- Participate in business development and marketing activities including Potential New Client inquiries, interviews, and networking
- As primary champion, manages Project Management Software including creating new projects, coordinating design schedules with Principals, and updating deliverables and schedules throughout the life of the project.

The ideally qualified candidate possesses...

- *solid, project based Revit experience.*
- *interest in professional licensure.*
- *an entrepreneurial spirit, self-motivation and a strong desire to learn.*
- *ability to organize, complete multiple tasks and meet deadlines.*
- *high levels of motivation and self-direction.*
- *strong analytical and problem-solving skills.*
- *strong supervisory and leadership skills.*
- *a positive and optimistic attitude.*
- *the ability to function well in a high-paced and at times stressful environment.*
- *excellent conceptual thinking and strong technical skills.*
- *unrestricted authorization to work in the United States.*

PAY

Pay range for this position is \$75,000 - \$100,000.

BENEFITS

401K
Profit sharing
Paid time off
Family leave

Disability benefits

Workers' compensation

Continuing education

Company equipment

After six months of full time employment, flex or hybrid schedules will be considered on a case by case basis

ABOUT US

We met at an architecture firm and spent the next seven years renovating an antique house (and red barn). In 2016, we founded Red Barn to offer our distinct blend of services. Using our respective skills, we deliver a highly personal and customized Client Experience. To learn more, please visit redbarnarchitecture.com.

EQUAL EMPLOYMENT OPPORTUNITY

Red Barn is committed to equal employment opportunity. Employment decisions are based on merit and business needs, not on race, color, religious creed, national origin, ancestry, sex, gender identity, age, criminal record (inquiries only), handicap (disability), mental illness, retaliation, sexual harassment, sexual orientation, genetics, veteran or active military status or any other factor protected by Massachusetts, Federal or Local laws. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination. All matters relating to employment are based upon ability to perform the job, as well as dependability and reliability once hired.