



Job Description: Project Architect/Project Manager

Career Level: Mid-Career

Reports To: Principals

Created: April 2025

Founded in 2016, Red Barn Architecture combines architectural expertise with technical precision. We specialize in custom homes and transformative renovations, driven by a deeply personal and values-centered design approach.

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're looking for long-term partners to grow with us. Our team enjoys a comprehensive benefits package, including paid vacation, continuing education reimbursements, a Health Reimbursement Arrangement (HRA), an employee profit-sharing plan, and a work-sponsored retirement plan with employer matching.

This position is based in the picturesque coastal town of Essex, Massachusetts. No remote inquiries, please. Exceptional design happens when we're in the same room.

ABOUT YOU

The successful candidate has aspirations to grow with Red Barn, positively impact the communities in which we work, and be a leader within the studio. We are seeking a design professional with 7-10 years of experience, either licensed or on the path to licensure.

This position requires a thorough understanding of Red Barn Architecture – its services and culture. The Project Architect/Project Manager works directly with the Principals and alongside another Project Manager to manage all aspects of project design, planning and execution, including leading the client

and project team through complete architectural services from preliminary design through construction administration. The Project Architect/Project Manager reports directly to the Principals.

The Project Architect/Project Manager responsibilities include the ability 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.

You will be expected to work on many types of architectural projects. Our work ranges from renovations and additions, to new, ground-up buildings. You will meet directly with clients, and lead projects from start to finish, so you should have excellent abilities to articulate ideas and organize complex projects.

RESPONSIBILITIES & TASKS

DESIGN + PROJECT MANAGEMENT (70%)

- Lead design assignments and a team of designers and consultants from initial programming and design through production of well-detailed and coordinated construction documents.
- Prepare architectural plans, diagrams, and data visualization as a project requires.
- Delegate work to the production team and design and draft a minimum of 50% of time.
- Work closely with clients, managing relationships and day-to-day individual project needs.
- Carry out complete construction administration processes and communications.
- Employ a quality control process for milestone submissions.
- Assist in writing specifications.
- Collaborate with the Principals to oversee QA/QC and ensure design integrity, technical accuracy, and compliance.

STUDIO MANAGEMENT (30%)

- Drive new business through strategic networking, industry engagement, and client outreach. Attend and support client cultivation and thought leadership events to expand the firm's presence.
- Suggest ways to improve systems and procedures that will create better architectural services.
- The project architect leads coordination with external consultants and filings within jurisdictions.
- Support principals on projects and the ongoing management of the practice.
- Define and implement the necessary resources to ensure the design and documentation process flows smoothly.
- Set, monitor, and maintain project budgets, work plans, and schedules through all phases of the design process.
- Participate in business development and marketing activities including Potential New Client inquiries, interviews, and networking.
- Participate in the preparation of proposals and negotiation of contracts and fees.
- Mentor junior designers and sharing your knowledge is an important part of this role.
- With administrative support of Studio Manager, implement Continuing Education schedule (internal presentations, vendor Lunch and Learns, and AIA credit programs).
- Be active in the community (find leadership opportunities as a volunteer, as a board member, etc.)

The ideally qualified candidate possesses...

- *solid, project based Revit experience.*
- *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.*

COMPENSATION + BENEFITS

Pay:

Compensation is commensurate with experience and benchmarked against the AIA Small Firms Compensation Report. An annual bonus is awarded based on both firm and individual performance

Benefits Include:

- 401K with employer matching
- Profit sharing
- Paid time off (2 weeks vacation plus office closures the weeks of Christmas and Fourth of July)
- Family leave
- Disability benefits
- Workers' compensation
- Continuing education support
- Company equipment

Equal Employment Opportunity

Red Barn is committed to equal employment opportunity. We base employment decisions on merit and business needs, not on race, color, religious creed, national origin, ancestry, sex, gender identity, age, criminal record, disability, mental illness, retaliation, sexual harassment, sexual orientation, genetics, veteran or active military status, or any other protected status under Massachusetts, Federal, or Local laws. This policy applies to all aspects of employment, including recruitment, hiring, placement, compensation, promotion, discipline, and termination.