



Project Architect (any level)

About Us:

HDG Architects (HDG), is medium-sized Pittsburgh-based architectural firm with a small firm feel. The firm was founded over 30 years ago and has an established presence in the region offering pre-design through construction administration services for a wide variety of project types, including educational, governmental, healthcare/wellness, and commercial projects. HDG fosters a collaborative and design-oriented work environment centered on professional development and offering opportunities for social and community service involvement.

About this Job:

We are looking for a Project Architect to join our firm. Our ideal candidate is a talented, licensed architect and designer who is well-organized, creative, an excellent communicator, interested in designing in multiple market sectors, and is looking for professional growth and responsibility. Daily responsibilities include leading a design team within the office as well as coordinating with outside consultants and project stakeholders. HDG encourages your own imaginative thinking and design process and looks forward to expanding our Firm's creative basis by incorporating your strengths into our workflow.

In Your Role, You Will:

- Lead multidisciplinary project teams and consultants.
- Manage multiple aspects of client, team, and project coordination.
- Manage communications between project team, client, vendors, contractors, and consultants.
- Review and contribute to proposals by working with the Marketing Manager to prepare presentation materials, statements of qualifications, building consultant teams, and participating in interviews.
- Lead presentations of design ideas, concepts, and milestone reports to clients.
- Provide technical guidance and innovative solutions to resolve complex technical and design challenges.
- Develop project specifications based on technical requirements of projects.
- Conduct on-site observations by attending construction meetings and site visits. Review submittals and respond to RFIs and substitution requests during the construction administration phase.
- Establish and maintain ongoing, productive client relationships.
- Participate in Strategic Planning Committees, aligning with your interests, for the establishment of firm wide goals and ongoing review and improvement of office culture, efficiency, and production.
- Mentor team members and assist in project detailing and construction.
- Guide and mentor less experienced designers in all aspects of professional development.
- Work closely with firm leadership to manage overall project delivery and administration.

What You Will Need to Succeed:

- 5+ years of relevant architectural experience with a portfolio demonstrating project work.
- Accredited Bachelor's or Master's degree in architecture.
- Architectural Registration required.
- Expertise in Revit and Proficiency in Bluebeam.
- Strong leadership, communication, and relationship management skills.
- Ability to manage a project from conceptual design through construction.
- Ability to coordinate and lead a team of design professionals.

**Benefits:**

We offer a wide range of professional development opportunities within a collaborative environment along with monthly social events. In addition, HDG provides competitive salaries with year-end bonus, medical, dental and vision plans, a Simple IRA with employer match program, parental leave, summer hours, and much more!

HDG currently offers paid time off and paid holidays, 1 day of remote work availability each week in addition to flexible scheduling and modified work weeks during the summer months to promote work/life balance. (*Optional Summer Hours: Memorial Day – Labor Day; M-Th 9-hour day, Friday 4 hours.*) Every employee also receives 2 floating holidays to use at their discretion.

HDG Architects is committed to providing Equal Employment Opportunity to all qualified persons; to prohibiting discrimination in employment because of race, color, religion, age, gender, national origin, sexual orientation, disability, veteran status or any other characteristic or status protected by law.

More About Us:

Our talented team of professionals' pride themselves on upholding professional integrity with a commitment to excellent service. HDG employees are invested in their work and find fulfillment in delivering exceptional projects and client satisfaction. Our firm culture integrates creative minds and collaborative problem solving in a design-focused environment, and supplies career growth opportunities through earned responsibility. We strive to mentor emerging professionals through hands-on experience by teaming them with experienced professionals on every project.

We are committed to supporting each design professional to become a well-rounded Architect; working with you to complete the AXP process and become licensed. As part of the firm's commitment to licensure and professional development, HDG Architects offers reimbursement for professional licensure, associated renewals, and exam fees. In addition, we reimburse tuition for certain eligible programs or classes. We view our professional development programs as strategic investments in our shared future.

HDG also values giving back. Throughout the year the entire firm participates in multiple volunteer events and community service initiatives.

Want to Work Here:

Please submit your resume and portfolio (PDF) to: info@hdgarchitects-pgh.com