

JANUARY 2018

KELLY/MAIELLO POSITIONS AVAILABLE - PROJECT ARCHITECTS/PROJECT MANAGERS

Philadelphia architecture; iconic landmarks, the city's tallest building, cutting edge University clinics, historic campus facilities, a premier mixed-use development. Kelly/Maiello's portfolio includes all of these and more. We are a 42 year-old design firm with a rich history in Philadelphia and the surrounding region. Our work includes master planning, renovations, adaptive reuse, and new construction for education, civic/cultural, commercial, preservation and community projects, completed for both public and private clients.

We are currently seeking professionals for the following positions:

Project Architect – 5 + years' experience

As a Project Architect, you will work with senior staff as a member of the design team in a creative process focused on developing innovative design solutions and preparing conceptual, schematic and final designs for a variety of projects. You will prepare documentation throughout all phases of assigned projects (SD/DD/CD) and assist with all aspects of project management including construction administration.

Experience and Qualifications:

- Bachelor's or Master's of Architecture.
- Minimum of 5 years of experience with all phases of architectural design projects from Feasibility and Schematics through Construction Administration.
- Professional registration (RA) is not required for this position. However, candidates who are actively working through NCARB's Intern Development Program (IDP) and seeking future architectural registration are preferred.
- Preparation of schematic, design development and construction documents.
- Knowledge of Codes, Architectural detailing and Construction methods.
- Excellent communication (verbal, visual and written) and listening skills.
- Strong design and graphic skills (3D rendering).
- Demonstrated ability to work in Revit and AutoCAD.
- Experience creating graphic renderings, models and other presentation materials using a variety of methods including SketchUp and Adobe Creative Suite.
- Ability to work effectively within a collaborative team environment.
- Ability to complete tasks with accuracy and with strong attention to detail.
- Ability to consistently meet deadlines, completing tasks as previously defined.

This position is an excellent opportunity for those seeking professional growth into a future project management role.

Project Manager – 8 + years' experience

As a Project Manager, you will work with the project Principal as the primary lead for projects, in a sometimes fast-paced environment. You will establish project goals, commence design, and handle project approvals, technical advising, code research, documentation and construction close-out. You will collaborate and coordinate with clients, stakeholders, consultants, vendors and a design team of 2-4 persons to deliver the highest standard of work product.

The Project manager will also be responsible for assisting with proposal development, coordinating scope and schedule of deliverables, managing project budgets, participating in interviews and presentations and overseeing the construction administration phase of projects.

Experience and Qualifications:

- Bachelor's or Master's of Architecture.
- Professional registration (RA).
- Minimum of 8 years of experience with all phases of architectural design.
- Demonstrated successful project management from project initiation through project completion. with internal project team, along with client, general contractors, engineers and city/health department process.
- Proven creative design and critical problem-solving abilities.
- Preparation and review of schematic, design development and construction documents.
- Proficiency with Revit, AutoCAD and MS Office.
- Understanding of design and documentation process within budget constraints.
- Great leadership and interpersonal skills for a team environment.
- Excellence in time management and multi-tasking.
- Excellent communication (verbal, visual and written) and listening skills.
- Demonstrated attention to detail; organization and follow through skills.

Kelly/Maiello Benefits:

- Health Insurance
- 401 K Plan (including employer matching)
- Paid time off (Holidays, vacation, sick and personal)
- Support with Professional Development
- Competitive annual salary commensurate with education and experience

Kelly/Maiello Inc. is an Equal Opportunity Employer

Please send resumes and portfolio samples to leonard@kmarchitects.com