



MEMORANDUM

July 10, 2026

RE: Job Description – Senior Project Architect

Description:

Graphite is seeking a Senior Project Architect, with experience in medium to large-scale, complex, design-driven projects. Responsibilities focus on leading the delivery of high-quality architectural projects. High-rise experience is preferred but not required. A qualified candidate's industry experience and technical skills will drive client projects from concept through construction, including team and consultant coordination and the full range of related permit applications. Strong collaboration skills are fundamental to the Senior Project Architect position, with proven ability to work with and mentor team members.

Graphite's benefits package includes the following:

- 401(k) with Employer Matching
- Healthcare (Medical, Dental, and Vision)
- Life and Disability Coverage
- Paid Holidays and Paid Time Off
- Public Transit Stipend

If you're the successful candidate, you align with Graphite's Core Values of Integrity, Technical Know-How, Exceptional Client Service and Stewardship, and you're a positive individual who works well independently as well as part of a dynamic and highly qualified team.

Essential Duties & Responsibilities

- Manage clients, team and project coordination, including full documentation coordination with structural, MEP, lighting, AV, landscape and civil consultants.
- Support communication among the breadth of the project team, including clients, vendors, contractors, consultants, and building and permitting jurisdictions.
- Provide technical guidance and innovative solutions to resolve complex technical and design challenges.
- Identify objectives and formulate options; conceptualize total project and establish key work priorities for development of design, scheduling and budgeting.
- Interpret design concepts by partnering with Senior Designers and translate them into workable construction systems; evaluate alternatives to develop solutions; maintain quality technical and design control.

- Prepare design exhibits, working drawings, specifications and initiate and develop design and construction documents for projects.
- Coordinate and communicate regularly with managers, consultants, and team members regarding project status; ensures work meets clients' requirements, is timely and completed within budget.
- Work with a general contractor and related sub-contractor to facilitate constructability and help maintain project schedule and budget.
- Perform daily tasks during a project's construction administration phase.
- Maintain records to document phases of client/architect/contractor relationship and activities.
- May include conducting and documentation of site visits, process submittals, substitution requests, and RFI's during construction.
- May require domestic travel to visit clients and/or project sites.

Knowledge, Skills, & Abilities

- Bachelors or Master's degree in Architecture or related field required.
- Architectural license required.
- Sustainability certification (LEED or equivalent) preferred
- Minimum ten years' experience as a technical architect with experience in mixed-use, commercial, and/or retail projects. High-rise experience preferred but not required.
- Working knowledge of building codes, standards, and building construction types.
- Thorough knowledge of construction materials, standards and codes.
- 5+ years' experience with Revit, AutoCAD, Bluebeam Revu, SketchUp, Adobe Creative Suite (Photoshop, InDesign, Illustrator), and MS Office Suite.
- Minimum two years' previous supervisory and personnel management desired.
- Communicate clearly and concisely; both verbally and in writing.
- Demonstrated ability to effectively create presentations and communicate concepts to clients and associates using various software applications.
- Hand sketching ability desired.
- Work effectively within a collaborative team environment.
- Complete tasks with accuracy and a strong attention to detail.
- Consistently meet deadlines, completing tasks as previously defined.
- Understand, track, and meet project budgets.
- Work with integrity, trust and commitment, setting an example for others.
- Ability to travel as needed.