

## JOB ADVERTISEMENT

### Architect

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**Reports to:** VP / Principal / Client Manager

**Status:** Full Time

**Location:** All offices: Cleveland, OH; Tucson, AZ; Atlanta, GA; Ventura and Los Angeles, CA; Baltimore, MD; Portland, ME

#### COMPANY SNAPSHOT

Onyx Creative, Inc. – where innovation meets inspiration in the realms of architecture, engineering, interior design, and brand experiences. As a nationally recognized firm, we redefine spaces, crafting not just structures but immersive environments that leave a lasting impact. We are not just about constructing physical spaces; we are about building experiences that transcend the ordinary. Our commitment to excellence and creativity elevates every project into a unique and captivating journey. We believe in the power of design to shape human experiences and create environments that leave a lasting impression.

Specializing in a diverse range of projects, including retail stores, shopping centers, salons/spas, restaurants, industrial/warehouse spaces, corporate and medical offices, religious facilities, and residential developments. Each project is a canvas for us to create a distinctive and engaging identity, reflecting the unique vision of our clients.

#### Some of the things you can expect working at Onyx Creative

- Thriving team environment that exudes energy, creativity, and a passion for innovation.
- A dynamic work culture that fosters collaboration and celebrates individual contributions.
- Unparalleled professional career growth opportunities.
- A company with a rich history of proven success – a success that continues to drive our team forward.
- Contribute to a winning culture where your efforts directly impact our collective achievements.

#### POSITION SUMMARY

Responsible for the creation of project designs and plans for all phases of projects. Coordinate work of building design consultants while monitoring drawings throughout the process. Initiate and create project designs and plans of all phases of one or more projects. Responsible for preparing presentation and design drawings. Act as an internal and external ambassador for the firm.

#### ESSENTIAL FUNCTIONS – Key Responsibilities

- Attend and present at design review, city council, planning commission and community meetings.
- Organize and develop scope of entitlements projects.
- Coordinate with agencies, municipalities, and consultant team.
- Coordinate project staffing with the Director of Operations.
- Plan, organize, and manage the architectural design for the most complex projects.
- Prepare the project scope and fee proposals and ensure project number is assigned, contract is signed, and consultants' proposals are signed.
- Complete the project design and design deliverables within budgeted hours and schedule. Verify project status and identify any issues related to expended time vs. budgeted hours or potential problems.
- Promptly address and issue all change of service requests from staff and consultants.
- Establish and maintain relationships with local planning directors and department staff.

#### OTHER KEY RESPONSIBILITIES

- Actively and continuously engaged in the community to give Onyx a public presence.
- Take an active role in new client enrollment and maintaining relationships with existing clients.
- Maintain positive relationship with client, ask for potential future work.
- Coordinate and manage client relationships and help to foster positive working relationships.
- Review and evaluate projects assigned by VP, Directors, Client Managers.

- Develop feasibility reports, research, and establish development opportunities, project constraints, and communicating them with clients and consultants.
- Schedule and direct project kick-off meeting with all consultants to discuss schedule, scope and determine required information.
- Communicate effectively with client project related updates and schedule changes to the client.

#### **SUPERVISORY RESPONSIBILITY**

- Design Professional

#### **QUALIFICATIONS and SKILLS**

- Bachelor's degree in architecture with 10 years of experience in the architectural profession.
- Professionally licensed in at least one state.
- Proficiency of AutoCAD or REVIT, Sketch-Up, Adobe Creative Suite, and Microsoft Office, and other tools.
- Possess design creativity and advanced technical knowledge.
- Ability to work independently on all aspects of architectural projects.
- Experienced with and be able to mentor staff on techniques of project management, code review and analysis, quality control and/or construction.

#### **Preferred Qualifications**

- Master's degree in architecture with 10 plus years of experience in commercial projects in retail, industrial, or multifamily sectors.
- Professionally licensed in more than one state.

#### **BENEFITS**

This role offers competitive compensation and is eligible for participation in Onyx Creative comprehensive benefits programs, including:

- Company-paid employee insurance - medical, dental, vision, life insurance and disability
- Retirement Plans – available options
- Paid Time Off and Paid Holidays
- Professional development benefits (Education Assistance)
- Paid industry and professional dues
- Company-provided laptops
- Variety of company-sponsored social events
- Volunteer community service opportunities.
- Rewards and Recognition
- Flexible workday

Onyx Creative, Inc. strives to provide competitive market-informed compensation based on a candidate's knowledge, skills, and experience. The actual pay offered may vary based upon, but not limited to education, skills, experience, proficiency, performance, and location. In addition to base salary, this role may be eligible for a discretionary bonus.

Join us and become part of a team that thrives on pushing boundaries, embracing creativity, and transforming visions into reality. We are not just architects and designers; we are storytellers shaping the narrative of spaces that inspire and captivate.

#### **CONTACT**

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<https://www.onyxcreative.com/careers>