

**Project Architect / Senior Project Architect (Washington, DC & Charlotte)**

Cunningham | Quill Architects is an award-winning architectural practice based in Washington, DC and Charlotte, NC and is dedicated to the pursuit of design excellence. Our employees work closely with the Principals and other staff from concept to completion in an open studio format. We encourage personal and professional development at all levels, with on-going continuing education and professional participation in and out of the office.

We are looking for registered and motivated Project Architects with 5+ years of experience and Senior Project Architects with 8+ year of experience to join our Washington, DC and Charlotte offices. New employees will support our diverse current and future projects which include multi-family and single-family residential, institutional, adaptive reuse and historic preservation, mixed-used commercial, master planning and urban design.

**Qualifications:**

- Project Architects with minimum 5 years of experience as an architect on built projects with project management experience across varied project types;
- Senior Project Architects with minimum 8 years of experience as an architect on built projects with project management experience across varied project types;
- Graduate Degree in Architecture from NCARB-accredited program;
- Professional Registration is required and LEED certification preferred;
- Detail-oriented and proactive individual with the ability to multi-task multiple project efforts effectively and efficiently;
- Demonstrates keen knowledge of building codes, zoning ordinances, federal accessibility requirements;
- Experience managing project budgets, project teams, and other professional practice issues;
- Experience leading the development of technical drawing documentation and specifications from concept through construction documents;
- Possess technical detailing experience with a good knowledge of building assemblies and systems, construction techniques and technologies;
- Strong communication and writing skills, with the ability to interact independently and effectively with clients, regulatory groups, and other team members;
- Experience in construction administration duties, including submittal review, answering RFIs, reviewing pay applications, generating punch lists, and strong communication with contractors;
- Required program experience: Revit, AutoCAD, Sketch-up, and Adobe Suite

**Duties/Responsibilities:**

- Provide overall design, technical, and management leadership for multiple and complex institutional, commercial, and residential projects for all phases of design and construction;
- Manage project teams on assigned projects, including junior staff members, consultants and clients, and clearly communicate the requirements for scope, schedule, and budget of each task;
- Seek creative and innovative solutions through research and documentation;
- Generate project documents that conform to CQA production standards for a complete construction document package;
- Perform building material and building systems research;
- Produce graphic presentations for internal, client, and regulatory reviews;
- Actively pursue networking and professional growth opportunities

Please address all materials to Ralph Cunningham, FAIA. Applications that do not meet the above criteria will not be considered. Please submit your cover letter, resume, and work samples (total 10MB or less) to [cqa@cunninghamquill.com](mailto:cqa@cunninghamquill.com).