

## Senior Architect

### Job Description:

#### Overview

This individual will be responsible for managing technical aspects of all architectural projects at the firm, from design development through construction administration. The Senior Architect will oversee the production of Design Development & Construction Document deliverables and specifications, including code analysis, and provide quality control, cost control and constructability reviews. The Senior Architect will be viewed as a technical expert and mentor with recognized authority in production document development, building code compliance and constructability as it relates to project delivery. The position requires good communication skills and coordination internally with Principals, Directors, Project Managers, Designers and support staff, and externally with other members of the design team including Structural Engineers, Mechanical/Electrical/Plumbing Engineers, Civil Engineers, Landscape Architects and Contractors.

#### Key Responsibilities

- Technical oversight and coordination of project documents through all project phases
- Assisting project teams to resolve problems of major scope and complexity
- Conduct reviews of scheduled milestone packages with a particular emphasis towards constructability and scope/cost controls
- Provide oversight of architectural detailing, construction administration, coordination and communications with other design and engineering consultants
- Manage client contact and interface with authorities having jurisdiction

#### Qualifications

- Professional Architecture degree - either Bachelor of Architecture or Masters in Architecture from an accredited school of architecture
- Registered Architect w/ 10+ years of architectural firm experience with well-rounded experience in any of the following project types:

Adaptive Reuse | Commercial | Institutional | Educational | Hospitality | Mixed Use | Multi-Family Residential

- Onsite construction field experience
- Good team leadership skills and good with clients, contractors and staff
- Flexibility in assignments and team leadership
- Proficient in writing and communication skills
- Strong knowledge of all local and state codes, IBC, NFPA and other applicable federal and industry standard guidelines
- Proficiency with Revit, AutoCAD, Microsoft Office (Word, Excel, Project, etc.)
- Experience and/or interest in sustainable design/LEED accreditation desired but not required

#### Diversity Statement

We are an equal opportunity employer that recognizes the value of a diverse workforce. All suitably qualified applicants will receive consideration for employment on the basis of objective criteria and

without regard to the following (which is a non-exhaustive list): race, color, age, religion, gender, national origin, disability, sexual orientation, gender identity, protected veteran status, or other characteristics in accordance with the relevant governing laws.

### **Paid Leave**

The following holidays are recognized by Concordia as paid holidays:

- New Year's Day, January 1st
- Martin Luther King Day, third Monday in January
- Mardi Gras Day (Concordia employees working remotely have the option to substitute Mardi Gras holiday with a floating holiday, upon permission from Firm Principals.)
- Memorial Day last Monday in May
- Independence Day, July 4th
- Labor Day, first Monday of September
- Thanksgiving Day, fourth Thursday in November
- Christmas Day, December 25th
- + 1 Floating Holiday (to be determined by each employee)

### **Vacation Time**

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation and personal pursuits. The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

<u>Years of Service</u>	<u>Annual Earned Vacation Days</u>
1-5 years	10 work days
After 5 years	15 work days
After 15 years	20 work days

### **Health Insurance**

Concordia provides regular, full-time employees with group health insurance underwritten by a national insurance carrier. Concordia pays 50% of the cost of the insurance, including dental coverage

### **Retirement Plan**

Concordia has established a 401-K Retirement savings plan to provide employees the financial security at retirement. Full-time employees are eligible join the Retirement plan after one year of employment and are subject to all terms and conditions of the plan.

### **Salary Range**

\$75k-\$95k

## Who we are and what we stand for -

Concordia means harmony. Our name is our mission. We are a team of architects, planners and creative experts based in New Orleans, Louisiana, who believe in the power of design to improve lives. Since 1983, our work and research has supported the creation of unique human-centered buildings and landscapes around the world.

Concordia stands in solidarity, grief, and outrage with the Black community. We see and honor the lives of countless Black people tragically and unspeakably taken from their loved ones by a system steeped in white supremacy which we continue to fund and protect.

Here at Concordia, we acknowledge our firm's position of privilege and power to influence change. We value that our work challenges inequities and encourages alternatives, and therefore recognize the responsibility to resist exclusion, prejudice and injustice in our individual lives and as a collective, recognizing white supremacy as an institution that architecture and planning has historically furthered, and perform work that aligns with dismantling these values.

We draw from the rich African tradition and culture that defines New Orleans. We are indebted to the Black Community, who we support and hold up through our work. It is not enough to work for equity: we must be actively anti-racist. We must proactively defend Black life, support Black businesses, and center Black voices in all areas of our work. Ultimately, words are not enough. Our actions must push society toward a just future. Concordia commits to the following actionable steps in practicing anti-racism through our work:

- Concordia staff has participated in and continues to support the local Campaign for Equity New Orleans through the Race and Equity Institute and Groundwater Sessions. We pledge to continue our collective and individual work to address injustices and institutional racism.
- We will continue our anti-racist training and education through twice-yearly internal retreats and encourage employees to utilize their professional development funds for personal antiracist training materials.
- We seek out partners who are committed to anti-racist values and will speak out against racist practices and ideals.
- Each project will undergo contextual scrutiny to consider whether the size, scale, and type is appropriate and beneficial to the livelihood of its Black neighbors.
- Concordia will seek projects that allow Black individuals and families to develop property to promote Black generational wealth.
- We are committed to offering our design services to Black clients at an adjusted rate.
- We will urge our developer clients to hire, lease, and/or partner with Black-owned businesses so that projects are reflective of the neighborhoods they occupy. Concordia pledges to be a liaison to connect developers and Black-owned businesses together.
- We commit to displaying and distributing this message in our office and employee handbook, on our website, and to all of our clients. Yours in Solidarity, The Concordia Team