



Project Manager, Architect

Job Description

A Project Manager is responsible for the **coordination of all project efforts** to ensure the most efficient and cost-effective execution of assigned projects. Serves as the primary client liaison to bring the schedule, budgets, and **scope of work to completion and to the client's satisfaction**.

Salary

Entry — \$96,000

Middle — \$116,870

Top — \$130,430

Core Tasks

- Manages multiple projects, coordinates all aspects of assigned projects, and estimates scope of work.
- Collaborate with clients, stakeholders, and multidisciplinary teams to define project goals and requirements.
- Actively manage client budgets, schedule, and programs; project communications and documentation; and project team assignments.

Workplace / Environment

- Work hours**
Approx. 40 hours/week
(At key milestones overtime work may be required to meet deadlines)
- Environment**
Typical **office environment**, may meet with clients and projects stakeholders on-site
- Travel**
May be required to travel **to building sites**

Education / Prerequisites

Education Level

Bachelor's or Master's degree in Architecture or a related field.

Licensing

Professional License as Architect (RA, AIA) or Planner (AICP), preferred but not required.

Pre-Job Preparation

8+ years of professional experience

Experience

Soft Skills

- Strong Leadership Skills
- Excellent Writing and Communication
- Creative Problem Solving

Technical Skills

- Proficiency in software (MS Word, Excel and Project, Adobe Creative Suite, Revit)
- Strong knowledge of building codes
- Knowledge of current trends in architecture



Career Path: Jessica Miller

About Me

Project Manager at LMN Architects

Master of Architecture, Preservation Planning
and Design from University of Washington

Early Passions

"I remember telling my dad when I was little that **I did not want to work in a cubicle**. I knew I wanted to make things and be creative, but I wasn't sure how to make a career out of it. My mom was in psychiatric nursing and my dad was in human resources so I was inherently curious about people. I had a wide range of interests. I liked history, physics, social sciences, psychology, art, music and I was in orchestra. I also tried different sports and was in Girl Scouts. I liked to explore and never really focused on one thing."

College Choices

"I always anticipated that I would go to college, and it was an expectation in my family. I loved learning, so getting an education and having that opportunity to explore was really important to me. I looked into what was required for architecture programs, specifically those that required a portfolio because I could leverage my art background. **That felt like a good fit for me**, and I figured it would be easier to transfer out of architecture if I didn't like it. So I thought, 'I'm going to start there,' and **after my first studio classes I was hooked**."

Honoring Exploration

"I played the cello, but I wasn't a great cello player. I just loved playing music with other people. There was this drafting class that was scheduled at the same time as the orchestra, so I planned to take that class if I didn't make it into the orchestra. I didn't initially make it in, but the first chair cellist advocated for me and got the director to change his mind. At the end of the day, **I'm really grateful I did not take that drafting class** because I took music and art classes, I did all kinds of other things that were more enriching. I think that there is this misconception that you need to be good at math, know how to draft, or how to use this particular bit of software. In college they're teaching you how to think critically, solve problems, and communicate ideas – not necessarily how to produce drawings."

Shaping Values

"My Urban Design and Landscape classes taught me to think about the kind of places that you're creating, how it **fits within both the natural and urban environments**, as well as the social impact of the work. That was influential in my interest in the work that I'm doing now, which I love, to think about **the impact on a place and its community**. I worked with a design-build studio in Cincinnati during undergrad. We worked in an area that had become disinvested over time and hosted social services and affordable housing for underserved communities. The studio was hand on work with local non-profits on construction projects. It showed me the social impact of architecture and fostered an appreciation for the historic context that is hard to get from the classroom. It translated directly to my first professional job doing historic preservation and affordable housing. That work was influential, and helped me understand the impact you can have on neighborhoods and people's everyday lives."

About My Job

Pros

- "One of the things that is great about being an architect is that you **get to be creative and you get to solve problems**. You also get to work with teams of people that are incredibly talented and all have different points of view. The team of designers, engineers, and specialists all work together to find the best solution."
- "You get to **have something really tangible in the end**. I was the kid who liked to put my work on the refrigerator. You work on a project for years, then you have something built you get to experience – its transformational. You've made an impact on a community, on a neighborhood, on the lives of people who get to use that building. **It's incredibly satisfying.**"

Cons

- "**Everything is project based**. You're assigned to a project and when its complete, you move on to another. You have different teams within an office, working on different issues and timelines, so it's really valuable to talk to each other, share experiences, and learn about best practices."
- "The other challenge is that our field is **dependent on clients and commissions**. The needs of clients come and go. Projects are dependent on market conditions, the economy, funding sources, the government – all these factors can influence what projects there are to work on and what funding is available."

Fieldwork

- "Typically architecture is **more-or-less a desk job**. Though, if you have projects that are under construction, and you may be visiting job sites regularly, perhaps several times a week. Sometimes staff will be co-located in a job trailer with contractors, or co-located with clients. We see more and more of that happening, **depending on where the project is relative to you office**. We might have people working off-site, or we might be working with a local company as a collaborator doing some of that on site work."

Office Work

- "We spend a **lot of time on our computers and in meetings**. We work with a lot of people in order to figure out how to design the building and how to serve our client's needs."
- "We **prepare a lot of visual materials** to help communicate ideas. We spend time talking through design ideas, pinning up drawings, or meeting around the table. At times we build models or mock-ups of the design."
- "We may all be trained as designers, but we play different roles on project teams. **As a project manager I am the conductor who's helping to organize the the team and the work**. I make sure that people are communicating, that we're moving along on schedule, and forging a path to figure out how to get the work done and get decisions made."

Skills

- "Many of us might not be good at math, but some of us are. Some are mechanically minded – good at understanding how pieces fit together, others are great storytellers, inspiring leaders, or business savvy. **There's space for everybody.**"
- "**You have to be flexible.** The work that you do has to be diverse. You need to be willing to shift from one kind of project to another."
- "I think what's really important is that we have **soft skills and people skills, as our job is to help clients understand what their needs are and help them realize it.**"
- "It's not just about learning how to draft or calculate the square footage of a room, those are technical skills that can be taught. It's how **you approach a problem, how you think creatively, how you work with other people**, and the things that you notice about the world around you. Those are all things that feed into your inherent abilities and build your skill set."

Education/Experience

- "There are different formal pathways to becoming a licensed architect. When you study architecture, **you can learn to design anything from a pen to an entire city.**"
- "Even once you graduate, you have to log a certain amount of internship hours and take a multi-part test, **then you become a licensed architect.**"
- "I did a four year Bachelor's of Art in Architecture degree, then a two year Master's of Architecture professional degree. There is also a five year Bachelor of Architecture, or a three year Masters of Architecture both of which are professional degrees. I thought, well, six years total and I get a master's degree and study in two different places. But in hindsight, **I didn't explore as much as I could have.** The three year Master's program is fairly leveling – at the end you cannot tell who had a background in design verses another unrelated field that might enrich their perspective."

The Future of Architecture

"Technology is going to have a big impact, but it's historically been an influence. There's always been a new tool that has revolutionized the way that we create and deliver our work. Now we're asking, what do we do with AI? How is our work going to change? I had a mentor, who had great advice to **be flexible and adaptable** and learn new tools. Don't get stuck in one way of doing things. In my office in particular, one thing I love is that we have a range of expertise (urban design, architecture, interior design) and project types (civic buildings, infrastructure, residential, commercial, and performing arts). It allows one this freedom of creativity and varied experiences. I don't want to do the same thing every day for the rest of my life, I like new challenges, and it's great to be able to mix it up. It also allows you to 'ride' the fluctuations in the economy in a way that is essential, because the profession can be highly influenced by its fluxuations. The way that projects get contracted, delivered, and constructed also changes, and you need to understand how to evolve your practice under different conditions. **It's critical that we as a profession evolve too**, as a culture and a practice in order to support the values we strive to uphold."

About Sustainability Ambassadors

We are here to **RAPIDLY ADVANCE A SUSTAINABLE FUTURE**. Empowering **YOUTH** to catalyze community sustainability, **TEACHERS** to integrate rigor with relevance for real-world impact, **COMMUNITY** to drive collective impact.

We support a year-round training program for over 60 highly motivated middle and high school youth, a Teacher Fellows Program, City-County CAP internships, and college-level interns, and work with hundreds of educators to design new models of problem-based, place-based learning around **a shared vision of educating for sustainability**.

Your Green Jobs Future

Ready to explore your future in green jobs? Use [Map your Career](#) to map your trajectory!

Find career opportunities near you now! Use [Career Connect - Washington's](#) tool to find programs to build your career skills.

Interested in a future in solar? Take a look at the [Solar Jobs Census](#) to track solar job growth nationwide.

Explore [RVC's opportunities](#) to work with organizations led by communities of color.

Dive into the [Center of Excellence for Clean Energy's](#) robust career tools in the sustainable energy sector.

Grow your professional sustainability skillset with the [Seattle Youth Good Program](#).

See Seattle's [Clean Energy Resources Map](#) to examine what the city is planning for a greener energy future.

Check out the [U.S. Green Building Council](#) to explore the sector's current opportunities. :

Funder Acknowledgement



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