

Duvall Decker is a recognized design and planning leader, dedicated to advancing, design quality, social and environmental health. The firm's work includes community planning, k-12 schools, state and federal institutions, university facilities, custom homes, residential and affordable multi-family housing.

Duvall Decker is an expanded, nationally recognized design practice located in Jackson, Mississippi. The firm's work includes architectural design, community planning, real estate development, and facility management. We see this group of endeavors as an integration of the creative work required to make and maintain meaningful public environments. We design, plan, develop, and care for built environments to leverage the best of human endeavors and foster education and cultural growth

Duvall Decker is a collaborative studio. All team members contribute to every project in the office whether led by themselves or others. Every project is a collaborative effort and a learning experience. All of us are teachers and students.

<https://www.duvalldecker.com>  
<https://www.duvalldecker.com/foundations/>  
[www.jacksonms.gov](http://www.jacksonms.gov)  
[www.jacksonfreepress.com](http://www.jacksonfreepress.com)  
[www.finditinfondren.com](http://www.finditinfondren.com)  
[www.aia.org/videos/86831-midtown-a-blueprint-for-better](http://www.aia.org/videos/86831-midtown-a-blueprint-for-better)  
[www.nytimes.com/2017/02/20/arts/design/jackson-mississippi-architects-duvall-decker.html](http://www.nytimes.com/2017/02/20/arts/design/jackson-mississippi-architects-duvall-decker.html)

## **Job Description**

### **PROJECT ARCHITECT**

**Duvall Decker** is seeking talented and highly organized Project Architect to join our team of professionals.

#### **Summary of Position**

Every team member contributes to the quality of the studio work by applying his or her unique experience, initiative, individual perspective, discipline, and design sensibility.

The Project Architect is a project leader and is responsible for the successful completion of the project. The Project Architect is the keeper of the Project's memory, recording all correspondence, submissions, and research in the filing system.

Project Architects are responsible for design, project management, consultant coordination and documentation of a project from initiation through construction administration. The Project Architect completes tasks under the direction of the Project Manager/Principal and is responsible for fostering the design excellence and technical performance of the project while working within the limits of the project schedule and budget.

#### **Minimum Experience, Education, and/or Training**

- Minimum 3-5 years of work experience in an architectural office.
- Bachelor of Architecture Degree from NAAB accredited program.

## **Responsibilities**

- Draw and oversee the execution of complete and accurate architectural design and construction drawings to promote design excellence, economy, durability, and a fair construction process.
- Maintain and develop the design discussion and the critical application of the design in the work.
- Communicate and document project tasks and responsibilities to project team members. Distribute Notes and Deadlines after each meeting.
- Follow drafting and filing standards and monitor accurate application of these standards by all team members.
- Utilize a clear research method to clearly document the design process and its results. Monitor and encourage clear research in team members.
- Communicate and record the process of the work for the project record and for the improvement of the institutional knowledge of the firm.
- Coordinate all engineering drawings, specifications, and budgets to align with the project design requirements.
- Perform comprehensive code reviews and research.
- Perform construction administration to maintain design quality and to uphold the requirements of the contract documents.
- Work on multiple projects concurrently and in various stages of the design and construction process, prioritizing and managing these tasks for successful completion.
- Maintain complete, accurate and organized project record.
- Listen carefully.
- Utilize examples from previous projects, then improve them.
- Utilize and improve upon firm checklists and templates to advance the quality of the practice.

## **Required Skills and Abilities**

- Applies design thinking to all projects, no matter the scope or scale.
- A good listener and a creative voice in the office.
- Ability to sketch, diagram, and otherwise graphically communicate ideas
- Exhibits critical thinking and communication skills.
- Applies knowledge of building codes, materials, methods, engineering systems, enclosure systems and environmental issues to the architectural design process comprehensively.
- Ability to comprehend and interpret building and zoning codes.
- Excellent analytical and research skills.
- Strong writing, specifically technical writing, and communication skills.
- Works with team members, client, building occupants, and general public in a pleasant and collaborative manner.
- Maintains professional confidentiality and discretion.
- Exemplary work ethic and ability to work both collaboratively and independently.

## **Quality Control**

A repetitive process is required for quality control and excellence. Each submission whether of the complete project or of an interim step shall be a comprehensive proposal; an assumption, an analysis and a conclusion, completely described. Open discussion, review and criticism will follow to establish clear goals to develop the effort. A repetitive process fosters excellence by forcing all of the variables to be at play early

in the process. Comprehensive proposals are designed, criticized, refined, and repeated to promote quality and innovation.

### **Required Software Proficiencies**

- Microsoft Office Suite (Word, Excel, Outlook)
- Adobe Creative Cloud (InDesign, Photoshop, Illustrator, Acrobat)
- Sketchup
- AutoCad
- Revit

### **SALARY & BENEFITS**

Competitive salary based on experience. Benefits include a matching 401(k) plan, health care and dental plan, and vacation time.

### **How to Apply**

1. Provide a cover letter presenting your background (educational and professional) and a proposal describing why you would be a successful team member in the Duvall Decker office.
2. Provide a resume with two recommendation contacts (at least one from a former employer or supervisor).
3. Provide a portfolio containing at least three examples of work completed by the candidate.

**Send single PDF file with all items above, not exceeding 10MB to [Jobs@duvalldecker.com](mailto:Jobs@duvalldecker.com). Please put "PROJECT ARCHITECT" in the subject line.**  
(Please no phone calls.)

### **Deadline**

Open until filled

### **Equal Opportunity**

Duvall Decker is a woman-owned business that values the voices of diversity in the work. Duvall Decker and its companies provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, veteran status, sex, national origin, ancestry, pregnancy status, age, marital status, mental or physical disability, genetics, sexual orientation or any other characteristics protected by the law.