

# LNTENT

## Architecture Project Manager

### General Description:

We are seeking a motivated and inquisitive Architecture Project Manager to join our team and grow with us long-term. This role offers hands-on involvement across all phases of design and construction for projects of varying scales and complexities, including public realm, placemaking, interiors, architecture, and urban design. You will collaborate directly with firm leadership, help mentor design staff, and contribute to feasibility studies, conceptual and schematic design, and construction documentation using a wide range of communication and visualization tools.

### Responsibilities:

1. Lead and coordinate consultant design teams throughout the development of contract documents.
2. Manage and track project schedules and budgets in alignment with project requirements.
3. Ensure project compliance with ADA Standards, City of Chicago codes, IBC, and other applicable building regulations.
4. Oversee public-facing projects, including preparation and delivery of presentations.

### Minimum Qualifications:

1. **Minimum of 8 years of relevant architectural and project management experience.**
2. Working proficiency in Revit, Enscape, & Adobe Suite.
3. Working knowledge of City of Chicago Building Codes, IBC & accessibility standards.
4. Detail oriented, organized, with the ability to manage time independently and in collaborative teams.
5. Excellent communication skills and comfort interacting with clients, consultants, and contractors.
6. Knowledge of the construction process and ability to participate in construction meetings.
7. Bachelor's or Master's degree in Architecture.
8. Working towards licensure a plus but not required.
9. Comfortable working in a boutique firm setting with direct access to leadership and a dog.

### Benefits Package after 90 Days:

1. 401(k) with company matching
2. Health, Dental, Vision Insurance
3. Hybrid work environment with Friday remote.
4. Paid sick leave and 4 weeks PTO including summer and winter breaks.
5. Annual professional development stipend and licensure support.

**To apply, please email your resume / work samples to [hello@latentdesign.net](mailto:hello@latentdesign.net) with subject line:**

"Latent | PM Position | First Name Last Name"

Two-phase interviews will be conducted with firm leadership and staff, either virtually or in person. BIPOC / WOC candidates are encouraged to apply.

No phone calls please.

Salary commensurate with experience.



## **Project Landscape Architect | CDOT Sustainable Streets Program**

### **General Description:**

Latent is a woman of color led firm spanning the disciplines of architecture and urban design. Sometimes successfully, sometimes stumbling, but always pushing a vision of design equity forward. Our firm is working at the intersection of design and community development to create social, economic, and environmental impact. We are currently seeking an experienced Project Landscape Architect to join our firm and work directly with the Chicago Department of Transportation as part of the Streetscape & Sustainable Design Program.

### **Responsibilities:**

1. Manage consultant project design teams for the development of contract documents.
2. Monitor and manage project schedules and budgets per the direction of CDOT management.
3. Ensure project compliance with, but not limited to, the Streetscape Guidelines, Streetscape Project Checklist, ADA Standards, Street & Site Plan Design Standards, AASHTO, MUTCD, the Public Way Construction Regulations, IDOT BDE, and IDOT BLRS.
4. Oversee public-facing projects, including preparation and delivery of presentations.
5. Coordinate with other CDOT Divisions and/or partner departments, sister agencies or other parties to ensure that projects are properly reviewed and coordinated.

### **Minimum Qualifications:**

1. Bachelor's degree in architecture, landscape architecture, urban design or related field
2. 5+ years of professional experience post-graduation. (or equivalent working knowledge/experience)
3. Capability to self-motivate and work productively without supervision required.
4. Strong analytical, conceptual, and organizational skills required.
5. Effective verbal and written communication skills with the ability to adapt communication style for both professional and public audiences.
6. Experience with designing public spaces
7. Project management experience
8. AIA / ASLA / AICP, or equal, preferred
9. Licensure or pathway to licensure preferred

### **Benefits Package after 90 Days:**

1. 401(k) with company matching
2. Health, Dental, Vision Insurance
3. Generous paid time off policy up to 4 weeks
4. Professional development assistance

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“Latent | Project Landscape Architect Position | First Name Last Name”

Two-phase interviews will be conducted with firm leadership and staff virtually and/or in person.

BIPOC / WOC candidates are encouraged to apply. No phone calls please.

Salary Range: \$80,000 - \$85,000 or BOE