

WALTER B. MELVIN ARCHITECTS, LLC

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PROJECT MANAGER

About WBMA:

Walter B. Melvin Architects, LLC is an established mid-size firm in New York City specializing in the restoration of historic and landmark buildings. Since 1975, WBMA has successfully completed the restoration of hundreds of structures, including many of New York City's iconic residential and institutional buildings.

Recent award-winning projects include Central Presbyterian Church, St. Paul' Chapel, Freehand Hotel, Brooklyn Lyceum/Public Bath House No. 7, St. Thomas Church, and Donald Judd Home & Studio.

Friendly and educational environment with good work-life balance.

Project Manager:

Walter B. Melvin Architects, seeks applicants for a Project Manager position to help to develop and manage exterior restoration and repair projects from inception through to completion of construction. Work will include drafting of proposals, interaction with clients, assessment and diagnosis of existing conditions, creation of project-specific repair approaches, management of the construction process, running of meetings, and delegation to junior staff.

Qualified candidates should have a background in architecture or historic preservation, knowledge of exterior material conditions, experience writing historic building assessments, the ability to detail and specify associated repairs, experience doing field work, be proficient in AutoCAD and hand sketching, and be looking to expand their technical knowledge. Previous management experience supervising and delegating to a small team and scaffolding certifications a plus.

Pay commensurate with experience. Benefits include quarterly bonuses, holidays, vacation, 401K, health, dental, vision, and disability insurance.

Contact:

Applicants should email their resume and portfolio or work examples to Martin Griggs, Principal, at mgriggs@wbmelvin.com.