

# BERNARDON

ARCHITECTURE  
INTERIOR DESIGN  
LANDSCAPE ARCHITECTURE

## **Dream. Design. Succeed.**

Established in 1973, Bernardon is an award-winning architecture, interior design, and landscape architecture firm. The people of Bernardon have a passion for delivering high quality design in a collaborative, imaginative, innovative, and enjoyable environment. Our offices are in the heart of great downtown and urban settings – Philadelphia, PA, West Chester, PA, and Wilmington, DE.

We are currently seeking a **Project Director** to join the team in our Center City Philadelphia office, just blocks away from Independence Hall, PATCO, and regional rail. You will work with a dynamic group of people in our recently renovated office and will help to create places that will have an aesthetically pleasing and environmentally responsible impact on the areas where we live, work, and play. Our projects run the gamut of market sectors and are among some of the best in the region. Award-winning 520 Lofts is contributing to the revitalization of Allentown; Promenade at Upper Dublin is setting the benchmark for suburban mixed-use living; and on the boards is Festival Pier Redevelopment, a waterfront development comprised of two mixed-use structures set in a nine-acre public park that frame a pedestrian thoroughfare connecting Spring Garden Street to the Delaware River. All this, plus we offer competitive compensation, robust benefits package, and opportunities to grow. This is an opportunity not to be missed!

### **Responsibilities – *the stuff we trust you with***

- Supervises and participates in preparation of design and construction documents, with only general supervision from principals
- Prepares drawings and renderings using CAD programs and/or hand sketches
- Supervises and participates in providing construction phase services, including field observation, submittal review and answering RFIs
- Works as a team leader on projects of any size
- Provides project management and is the primary contact with consultants and clients
- Analyzes and monitors hours expended on projects and prepares invoices
- Participates in presentations to prospective clients
- Develops opportunities with current clients for repeat business
- Participates in firm marketing and business development activities to bring in new projects
- Acts as a mentor to less experienced staff in shaping their professional development

### **Behaviors – *the just as important stuff***

- **Proactive:** We come to our clients, managers, and meetings with solutions, not problems
- **Accountable:** We can give a satisfactory answer/reason for everything we do
- **Consistent:** Our actions are in pursuit of the common goal
- **Transparent:** We offer real and timely feedback
- **Supportive:** We provide one another assistance and encouragement and strive to make work fun



Bernardon | Project Director

May 14, 2021

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**Key results – *the results we need***

1. Delivery of high-quality design
2. Represent the firm and build the brand with professionalism in all activities
3. Excellent work within scope, budget, and timeline

**Qualifications – *what you bring to the table and the stuff we can't do without***

- Degree in Architecture (B. Arch or M. Arch)
- Verifiable architectural licensure with equivalent experience for Interior Designers (NCIDQ preferred)
- 12-15 years of experience is ideal
- Experience in multifamily architecture is a plus
- Working knowledge of REVIT, AutoCAD, Sketch-up, Lumion and similar programs.
- Knowledge of Microsoft Word and Excel.
- Ability to independently develop sections, details, and schedules.
- Ability to generate “mark-ups” to be completed by others.
- Excellent knowledge of building and life safety codes.
- Learn and demonstrate knowledge of Bernardon standards.
- Ability to generate book-format specifications.
- Ability to clearly exchange information with other team members, both written and verbally.
- Ability to be primary contact with consultants and clients.
- Ability to compile meeting minutes or other project correspondence.
- Ability to make presentations to clients and public entities.
- Ability to produce articles for professional publications.

**Travel – *where you might go***

- Travel will be required in the region, based on the location of active and prospective projects.

**Contact – *the person you will be teaming with***

Bernardon is an EOE Employer. Send your letter and resume to Mike. Be sure to include anything that will help him understand why Bernardon should choose you as their newest team member where you can

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Michael McCloskey, AIA, LEED AP, Principal | Bernardon  
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