



Project Manager/Designer

Hord Architects is a design oriented architectural firm based in Memphis, Tennessee. We specialize in churches and other non-profit clients, and therefore have the opportunity to create sacred space and work on meaningful architecture. We are experiencing growth and are seeking qualified people to join our team. The firm has a two generation history of successful work and recently celebrated 58 years of architecture service. Our clients are mostly throughout the eastern half of the United States with active projects in New York, Minnesota, Tennessee, and Oklahoma. The firm emphasizes traditional and classical architecture. We are located in downtown Memphis in the historic Shrine Building. We have a peaceful work environment with people who are respectful of others. While we are a small practice, as opposed to a big corporate firm, we offer great benefits including health insurance, retirement plan, paid parking, etc.

For additional information about our firm, please visit our website www.hordarchitects.com.

Job description: Applicants must have a 5-year Bachelor of Architecture degree or a 4 year undergraduate degree plus a Master of Architecture. 10-15 years of experience is required preferably in ecclesiastic, commercial, or institutional architecture. A licensed architect is preferable; however, other applicants will be considered if they are on track to licensure. The position may include limited out of town travel for 1-2 nights away per month. Candidates should have a strong work ethic, passion for excellence, and attention to details. Traditional or classical training and experience are most desirable.

Responsibilities: Project management duties include work in all phases of architecture with an emphasis on designing, managing consultants, communicating with the client, reviewing drawings, producing construction details, and working with others assisting in the production of drawings.

Required Skills: Applicant must have excellent communication skills, both written and verbal. Diplomacy skills are also required, including the desire to work with non-profit client committees such as churches. Reviewing and redlining plans, construction detailing, and work with consultants are required skills. Applicants should be comfortable and proficient in all duties required of a Project Manager.

Application Instructions: Please send your resume to Donna Dixon at Hord Architects by email at ddixon@hordarchitects.com or by fax to 901-527-9087. All applications will be kept confidential.