

FIRM PROFILE

Myhre Group Architects is located in the heart of downtown Portland, Oregon. Our diversified client-centered practice exclusively offers architecture, interior design, and planning services.

Myhre Group Architects was founded on the notion of straight-forward honest architecture and highly integrated client service. We take a very hands-on and practical approach to everything we do. The main objective of Myhre Group Architects is to provide our clients with personalized care and service by thoroughly understanding their project needs, desires, and goals. By utilizing our experience and professional expertise, we provide design services and generate appropriate design solutions that respond realistically to our client's needs, and the parameters of current market conditions.

Our staff at Myhre Group Architects is comprised of hard working, talented, and team-oriented individuals who truly enjoy the ever-changing balance between art and architecture within the context of an evolving economy and society. We intimately understand the need to be thoughtful, pragmatic, and accommodating with our design solutions and services.

Our projects vary from large scale multiple-use developments to small tenant improvements, renovations, and alterations. Our portfolio includes work in mixed-use and multi-family housing, hospitality services, commercial, office and tenant improvements, medical and dental facilities, health and wellness centers, senior living communities, places of worship, and renovations and adaptive re-use projects.

Myhre Group Architects strives to hire intelligent, friendly, and talented design professionals who possess a respectful, positive attitude, and are focused on proactively and efficiently serving our clients' needs as they pursue their long term career growth within our organization.

We are a 100 percent employee-owned Oregon Corporation. All of our shareholders are current company employees who are actively involved in the overall leadership, management, and strategic direction of our organization. Creative design opportunities are available at all staff levels; we encourage the free exchange of ideas and collaboration within our creative, interactive office environment.

Our company offers various benefits and career opportunities that many other firms do not. Because we deeply value a healthy work/life balance, our employees consistently average only 40 weekly working hours. We strive to promote from within and we spend a great deal of time and effort teaching, guiding, and educating our staff and future leaders about the various aspects of architecture, interior design, and planning within the design and construction industry. For those individuals focused on becoming Oregon Registered Architects, we strongly support NCARB's Intern Development Program (IDP), and work to provide those with accredited architectural degrees the prerequisite hours and training necessary for Architectural Registration Examination eligibility.

Furthermore, we provide our staff members with individualized retirement planning and consultation in conjunction with our 401k retirement plan and discretionary Supplemental Income Program (SIP) that provides for, depending on profitability and various other factors, annual 401K profit sharing, performance bonuses, and shareholder dividends.

Myhre Group Architects has a strong company culture. Our turnover is low and our morale is high. In addition to formal gatherings such as our annual year-end holiday party, summer picnic, and monthly "First Friday" celebrations, employees regularly participate in spontaneous, informal events that contribute to strong personal relationships and an overall sense of commitment and comradery.

If you're looking for long term career growth, professional responsibility, and meaningful employment within a fun, energetic, and diverse organization that values its people tremendously, we hope you will consider joining our team. Please email your resume and portfolio (PDF) to Tereza Wiest (Notre Dame Architecture Class of 2010) at terezaw@myhregroup.com.

For additional information and to view MGA's portfolio, please visit our website: www.myhregroup.com.

JOB SUMMARY

This position works independently with direction from the Project Manager, consistently exercising discretion and good judgment. This individual is able to supervise a Project Team on delegated tasks, coordinate the Design Team, as well as create and coordinate a set of construction documents. This position is also responsible for daily design and technical development of project(s).

ESSENTIAL FUNCTIONS

- Responsible for the design and technical development of project construction document production through all phases of the design process, with input from the Project Manager
- Performs drawing documentation during all design phases, while keeping Project Manager apprised
- Knowledgeable of the project schedule and budget; reports potential issues (along with possible resolutions) to the Project Manager for resolution.
- Assists Project Manager in organizing a project(s) and maintaining QA/QC of technical documentation process through all phases, while keeping Project Manager apprised of status
- Assists the Project Manager in gathering necessary data (or cut sheets) for specifications in conjunction with Specification Writer
- Supervises project team on delegated tasks and coordinates the project team with input from the Project Manager
- Issues sketches and directs office Team Members concerning drawing documentation, while keeping Project Manager apprised
- Reviews, tracks, and addresses office Team Member's and Consultants day-to-day questions or issues that may arise concerning drawing coordination, organization, and detailing while keeping Project Manager apprised
- Exercises superior professional judgment and represents the firm with the highest possible level of skill, care, and expertise
- Follows all MGA Policies and Procedures consisting of: Operations, Marketing, Accounting, and Professional Services

REQUIREMENTS / SKILLS

Experience

Job Captain I – Must have 3 or more years of progressive experience within the architectural or interior design profession

Job Captain II – Must have 5 or more years of progressive experience within the architectural or interior design profession

Job Captain III – Must have 7 or more years of progressive experience within the architectural or interior design profession

Education

Must be a licensed architect or a non-registered 4-year college graduate or shall hold an equivalent active professional license (or professional certificate).

Skills

Ability to multi-task, establish priorities, communicate well with Team Members, be knowledgeable in production and detailing of construction documentation, and maintain organization in a changing environment. Must be proficient in Revit, AutoCAD, Adobe Creative Suite (Adobe Photoshop, InDesign, and Illustrator), and MS Office (Microsoft Outlook, Word, and Excel) with excellent written and verbal communication skills.