



Job Title: Specialty Projects Manager

Location: North Loop Green, Minneapolis, MN

Company: ESG Architecture & Design

About Us:

ESG Architecture & Design is a premier architecture and interior design firm known for our innovative, creative design solutions. We specialize in projects for development clients across the country, focusing on the multi-housing, workplace, and hospitality sectors. Our team is dedicated to excellence in design and creating environments that foster creativity and collaboration.

Role Overview:

The Specialty Projects Manager will oversee and manage projects for ESG in the hospitality, workplace and multifamily housing market sectors. The manager will focus on the planning and execution of projects within a set budget, collaborating closely with multi-disciplinary teams to achieve project goals. This role will require strong organizational and communication skills to manage multiple projects simultaneously.

Primary Responsibilities:

- Define project scope and objectives for projects to generate fee proposals and define deliverables
- Create and manage detailed project schedules with timelines and key milestones
- Assign tasks and responsibilities to project team members and facilitate communication and collaboration between various stakeholders
- Manage project budgets and allocate team resources accordingly
- Supervise and delegate tasks to architects, interior designers, engineers, and other project consultants
- Implement all local, state and federal applicable building and accessibility codes, constructability and architectural standards of practice
- Oversee all elements of the design and construction process and ensure the delivery of complete, accurate and coordinated project documentation
- Communicate effectively with all team members regarding design direction, project schedule and budget
- Use project management tools such as NetSuite and Microsoft Project to plan, monitor and regularly report on the progress of the project to relevant stakeholders such as ESG Partners and clients
- Oversee construction administration related activities, both in office and on site
- Serve as liaison between client and project team
- Prepare and execute contracts with owners and consultants

Qualifications:

- Bachelor's or Master's degree in architecture

- Licensed architect preferred
- 10 -15 years of experience working on Hospitality, Workplace and/or Housing projects
- Experience with a variety of software platforms such as the Adobe Creative Suite, MS Office, Revit, SketchUp, Bluebeam Revu or other related programs
- Strong written and verbal communication skills
- Values diverse perspectives and maintains an inclusive, harmonious work atmosphere
- Finds ways to overcome obstacles while maintaining a positive outlook
- Motivates and uplifts others, fostering a spirit of positivity and growth
- Consensus builder who is adept at collaboration and works well in a team environment
- Good listener who appreciates receiving and giving feedback
- Strong attention to detail, accuracy, and timeliness
- Well-organized, strong time management and prioritization skills
- Familiar with project management software to track progress and manage resources

Annual Salary: \$95,000 - \$115,000, depending on experience level and skill set