

322 East Main Street
Louisville KY 40202
USA

Tel 502 805-0311
Fax 859 255-4380
www.eopa.com



Senior Production Manager

With some of the largest, most complex projects represented in the Commonwealth and surrounding region, **EOP Architects** thrives to create spaces and lasting designs that elevate and inspire the people and communities around us. We are architects and interior designers, passionate about design and focused on its delivery. We pride ourselves on our client service, peer-to-peer collaboration and comprehensive thinking.

Currently, for our Louisville office, we are in search of like-minded professionals who desire to contribute their own knowledge and experience to our design-driven process and culture.

Roles and Responsibilities

- Work closely with the project manager(s) on conceptual design and construction documents;
- Manage drawings, specifications and secondary documents associated with various phases of a project including Schematic Design, Design Development and Construction Documents;
- Maintain production schedules, adhere to deadlines and ensure the quality control process throughout the project;
- Coordinate technical issues with members of the design team and sub-consultants;
- Represent the firm as an ambassador to the local community on a professional and civic level.

Experience / Skill Sets

- Must have proven experience in creating / managing / coordinating documents associated with various phases of a project including Schematic Design, Design Development and Construction Documents;
- Must be a proven self-starter with strong initiative who requires limited supervision;
- Must have a minimum of 4 years of experience in an architecture or interior design firm;
- Must be able to collaborate well with design team members, co-workers and owners/ users;
- Must have a bachelor's degree in architecture from a U.S.-accredited program at a minimum;
- Must have a proven, working knowledge of Revit and AutoCAD, preferably on projects with minimum budgets of \$5M -10M;
- Solid graphic design skills are a plus with experience in Adobe Suite, SketchUp, V-Ray, Enscape and Maya desired.

Candidates are encouraged to submit resumes and portfolios to Tracey Meyers at careers@eopa.com.
EEO/AA Employer