




## Senior Architect

 *Design big. Lead boldly. Make a mark.*

### About Emboss

Emboss is a boutique architecture firm in Newport, KY—just across the river from Cincinnati—committed to creating spaces where people, community, and the planet thrive. With 60+ active projects across schools, hotels, apartments, distilleries, workplaces, and nonprofits, we deliver thoughtful, high-impact design with the agility of a small studio and the standards of a national practice.

We are seeking a **Senior Architect** who will bring technical leadership, client focus, and project management expertise to our growing team. This role offers autonomy, visibility, and the opportunity to make a meaningful impact within a mission-driven firm.

### Key Responsibilities

- Lead projects from Schematic Design through Construction Administration on a variety of project and building types
- Lead and manage multiple projects and project teams simultaneously
- Produce all phases of documentation including construction documents in Revit
- Manage QA/QC, building code reviews, and constructability coordination
- Direct client and consultant communications with professionalism and clarity
- Mentor junior staff and provide technical guidance
- Oversee project schedules, budgets, and deliverables to maintain profitability
- Support leadership in scoping new work and preparing proposals

### Qualifications

- Licensed Architect with **10+ years of experience**
- Strong technical knowledge of construction, detailing, and documentation: drawings, specifications, estimates
- Proven project management experience across all phases
- Proficiency in **Revit** (standards, documentation, and coordination)
- Excellent communication and organizational skills; highly responsive
- Comfortable leading clients, consultants, and internal teams

### What We Offer

- Competitive salary (top of market for the region)
- Health insurance, PTO, 401(k), profit sharing, and paid parental leave
- A high-trust, collaborative environment with meaningful autonomy
- In-person role at our Newport, KY office (most of the team is in 4+ days/week)
- A mission-driven culture, diverse project types, and opportunities for growth

### How to Apply

1. Complete our **Culture Index survey**: <https://go.cultureindex.com/s/kLFZgUEdJm>
2. Send your resume, cover letter, and portfolio to [Emma@EmbossDesign.com](mailto:Emma@EmbossDesign.com)

