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Director of Architecture

March 26, 2025

📍 **Location:** Newport, KY (In-Person)

🗺️ **Growth Opportunity:** This role offers room for increased responsibility and leadership as the firm scales.

About Emboss

Emboss is a mission-driven architecture firm specializing in **thoughtful, high-impact design** across a **diverse range of project types.** We work on **K-12 schools, hotels, apartments, bourbon distilleries, work environments, and projects for local non-profits.** With **60+ projects per year**, we are committed to creating spaces that enhance communities while meeting the highest standards of quality and efficiency.

We are looking for a **detail-oriented and quality-driven Director of Architecture** to **lead technical excellence and ensure consistency and accuracy across all project documentation**. This role is responsible for **quality control, stamping drawings, and establishing firm-wide standards for project delivery.**

This position also involves **mentoring staff, streamlining processes, and leveraging technology (including AI tools)** to improve efficiency. You'll work closely with the team to **ensure projects meet code requirements, deadlines, and profitability goals.**

What You'll Do

📝 **Quality Control & Documentation**

- **Lead quality control efforts** across all projects to maintain consistency, accuracy, and compliance.

- **Review and stamp construction documents**, ensuring they meet codes, standards, and project requirements.

- **Establish and maintain drawing standards** to deliver high-quality, cohesive project documentation.

- Oversee **technical detailing and coordination**, providing guidance to project teams to resolve complex issues.

🔑 **Technical Oversight & Leadership**

- Act as the **technical expert and advisor** on all architectural documentation.

- **Coordinate drawing sets across disciplines**, ensuring completeness and accuracy throughout project phases.

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- Implement **best practices for project documentation**, incorporating **AI tools and automation** where appropriate.

- **Mentor junior staff**, providing guidance to enhance their technical skills and adherence to quality standards.

📊 Project Management & Delivery

- Collaborate with project managers to **ensure schedules, budgets, and quality expectations are met.**

- **Proactively identify risks and resolve conflicts** to keep projects on track.

- Participate in **project reviews and coordination meetings**, providing technical oversight and leadership.

🤝 Leadership & Collaboration

- Work closely with the CEO to ensure **operational excellence and consistent quality standards.**

- Build a **culture of accountability and technical excellence** across all projects.

- Stay current with **emerging technologies and AI tools** to enhance documentation quality and efficiency.

- Support the team's growth and development by **sharing expertise and fostering a collaborative environment.**

Who You Are

You are a **meticulous and technically proficient architect** who takes pride in ensuring **high-quality project documentation and compliance.** You're a natural leader who enjoys **mentoring staff and enhancing processes to improve efficiency and consistency.**

Your Skills & Experience

- **10+ years of experience** in architecture, with a focus on **technical documentation and quality control.**

- **Licensed Architect** with the ability to **stamp drawings**.

- Proven expertise in **developing and implementing quality control systems.**

- **Proficiency in Revit and Ajera (or similar project management software).**

- **Tech-savvy and innovative,** with an interest in leveraging **AI and automation tools** to enhance quality assurance.

- Strong knowledge of **building codes, standards, and technical best practices.**

- **Excellent communication and leadership skills,** with a talent for mentoring and guiding teams.

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What We Offer

- **Competitive salary** based on experience.

- **In-person role in Newport, KY** to facilitate collaboration and mentorship.

- **Comprehensive benefits**—health, PTO, and professional development opportunities.

- The opportunity to **lead quality initiatives** and establish firm-wide technical standards.

- A chance to **mentor and develop the next generation of architects at Emboss.**

How to Apply

Submit your resume & a brief cover letter to **Emma@EmbossDesign.com**

✎ **Know someone perfect for this role? Tag them or send them our way!**