



## Project Architect – Mission-Driven Design Leadership

- 📍 Newport, KY (In-Person – just across the river from Cincinnati, Ohio)
- 🔧 Build the future with us—impactful projects, ownership mindset, and design excellence

This is a **Project Architect role—but not like the ones you’ve seen.**

You’ll lead complex projects from concept to construction. You’ll manage consultants, mentor younger teammates, communicate directly with clients, and ensure technical quality and profitability across multiple building typologies. You’ll be a **standard-bearer for Emboss**—upholding our values, delivering excellence, and helping elevate design in our region.

### **You might be a needle in a haystack.**

Maybe you’re the kind of architect who **gets overlooked at a big firm**—untapped, under-challenged, or stuck in a narrow role. Maybe you’re **craving more autonomy, more impact, or just more interesting work.**

If so, **Emboss is exactly the kind of firm you’ve been looking for.**

We’re a **boutique architecture firm that punches well above our weight class.** You’ll get the high-quality projects, fast-paced execution, and sharp creative standards of a big-name studio—but with the **agility, collaboration, and trust of a small, tight-knit team.** You won’t be siloed or stuck doing redlines for 5 years. **Here, you’ll lead.**

You are **smart, grounded, and highly capable.**

You’re a **natural doer—with a drive to lead, not just follow.** You love architecture, but even more than that, you love **solving problems.** You’re confident in your construction knowledge and can **translate design vision into buildable reality.**

You’ve got **entrepreneurial urgency**—you’re **results-focused, resourceful,** and deeply committed to quality. You manage time like a pro, communicate with clarity, and move fast while maintaining high standards. You get joy from **making things happen—and happen well.**

**You might even enjoy a good laugh while doing it. (We do too.)**

If you want to **grow, mentor others, and be part of a values-driven firm making real impact,** we want to meet you.

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## Who We Are

Emboss is a small, mighty architecture firm located in Newport, Kentucky—just across the river from Cincinnati. We believe **good design is a right, not a privilege,** and we’re on a mission to **create spaces where people, community, and the planet thrive.**

We design **schools, hotels, apartments, bourbon distilleries, workplaces, and nonprofit spaces with soul.** We work fast, care deeply, and aim to move the needle on thoughtful, high-impact design in our region.





With **60+ active projects** and a team that mixes **playful irreverence with deep professionalism**, Emboss is a great place for architects who want **more responsibility, more purpose, and more growth**.

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## What You'll Do

### Project & Technical Leadership

- Lead commercial and residential projects from SD through CA—sometimes solo, sometimes with a team
- Create and manage Construction Documents with minimal oversight
- Coordinate consultants and manage client communications throughout the process
- Lead Building Code reviews during design and documentation
- Maintain design intent through Construction Administration
- Meet with new and existing clients to scope work and draft fee proposals (reviewed with CEO)

### Project Profitability & Time Management

- Own project schedules, budgets, and deliverables
- Manage hours and consultant fees to meet profitability targets
- Maintain and update calendars, schedules, and task lists across multiple projects
- Seek efficiencies in process and execution without sacrificing quality

### Team Collaboration & Mentorship

- Work closely with the Director of Design at every project phase
- Mentor younger staff and review their work to uphold quality
- Be a team player—jump in to help others and make the firm stronger
- Take ownership, give feedback, and model lifelong learning

### Client Service & Relationship Building

- Guide clients with clarity, professionalism, and architectural expertise
- Provide timely, respectful communication to ensure trust and alignment
- Foster long-term relationships that bring recurring and referral work

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## Who You Are

- A **licensed architect** (or on track) with 7+ years of experience





- **Technically savvy** with deep construction knowledge—you may have even built a few things yourself
  - **Calm under pressure**, excellent at juggling multiple deadlines and stakeholders
  - **Highly responsive**—you’d never leave a colleague, consultant, or client hanging
  - Someone who **sees the work through**, pays attention to detail, and takes pride in quality
  - Comfortable **owning your projects** and speaking directly to clients and contractors
  - **Not afraid to laugh a little while delivering serious results**
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### Required Experience

- 7+ years postgraduate architecture experience
  - Strong knowledge of **construction detailing, documentation, and building codes**
  - Project management experience from concept through CA
  - Proficiency in **Revit** and Adobe Creative Suite; familiarity with **Ajera** is a plus
  - Proven ability to **manage hours, teams, and consultants**
  - Experience writing **proposals and scoping client work**
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### What We Offer

- **Competitive salary based on experience**—truly top-of-market for the region
  - **Health insurance, PTO, 401(k), profit sharing, and paid parental leave**
  - **High-trust environment** with lots of ownership and autonomy
  - In-person role at our **Newport, KY** office (most of us are in at least 4 days/week)
  - **A mission-driven team, amazing projects, and meaningful work**
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### How to Apply

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

