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POSITION PROFILE and CALL FOR APPLICANTS

ARCHITECTURAL STAFF MEMBER

Duties & Responsibilities

Legacy Architecture, Inc. is seeking a full-time architectural staff member with an interest in historic preservation to join our team. The individual will work in partnership with the principal architect, senior project managers, and other team members to fulfill the following duties and responsibilities:

- Provide design support for existing conditions documentation, schematic design, design development, and construction documents, including creating renderings and assembling client presentations
- Assist team with product research and material selections
- Create and manage Building Information Modeling (BIM) and maintain, organize, and archive all project-related documents
- Assist senior project managers with team communications and coordination/collaboration with clients, consultants, and contractors
- Keep principal architect and senior project managers informed of progress; recognize issues, communicate impact to team, and seek clarity when necessary
- Monitor work for accuracy, omissions, and legibility and proactively ask questions and express a genuine interest about project design

Qualifications

We are looking for an Architectural Staff member who has the following qualifications:

- Associate's degree in architectural technology, bachelor's degree in architectural studies or architecture, or master's degree in architecture
- Interest or experience in the design of historic masonry and wood-framed buildings
- Basic knowledge of building codes, zoning ordinances, and other regulations
- Basic knowledge of civil, structural, fire protection, plumbing, mechanical, and electrical engineering systems
- Proficiency in Autodesk Revit and Microsoft Office
- Detail-oriented problem solver
- Highly organized
- Proficient at time management and able to balance multiple projects and deadlines
- Proficient in graphic, written, and verbal communication skills
- Valid driver's license

Compensation & Benefits

Legacy Architecture, Inc. offers a competitive compensation and benefits package including:

- Salary commensurate with relevant experience:
 - 0-3 years: \$51,200-\$58,700
 - 3-5 years: \$54,800-\$66,300
 - 5-7 years: \$61,100-\$73,700
 - 8+ years: \$70,100-\$88,900
- Medical, dental, and vision insurance for employees and their dependents
- Life insurance for employees and their dependents
- Long- and short-term disability insurance
- Simple IRA with 3% match
- Paid holidays (9 days), vacation (10 days), sick (5 days), and volunteer time (12 hours)
- Overtime pay for hours in excess of 40 hours per week, as needed, not mandatory

- Annual raises and profit-sharing bonuses
- AIA membership dues and continuing education
- ARE study materials and fees reimbursement
- Mileage reimbursement
- Smart phone
- Flexible schedule with occasional remote working
- Casual dress... We are not buttoned up, suit wearing, corporate types
- Social events like birthday lunches and holiday dinners

Legacy Architecture

Preserving the past | Designing for the present | Planning for the future

Legacy Architecture, Inc. is an award-winning architecture, interior design, and historic preservation consulting firm offering professional services to building owners who seek our expertise in commercial, residential, and historic preservation projects. Our team listens to client's needs, produces a variety of thoughtful solutions, and stays abreast of the latest construction technologies and preservation methodologies to enable our clients to live and work more sustainably by providing creative, timeless designs and exceptional professional services.

Legacy Architecture received the AIA North Central States Emerging Professional Friendly Firm Award three times: 2019-2020, 2021-2022, and 2023-2024. These firms were chosen because of their commitment to Emerging Professionals (EPs) and the ways they excel at the following:

- Providing fair compensation and benefits to EPs
- Supporting architectural licensure and investing in professional development of EPs
- Actively creating opportunities for EPs to grow
- Demonstrating commitment and innovation to train and mentor EPs

Just three blocks from the shore of Lake Michigan, Legacy Architecture, Inc. is located in the historic Eliza Prange House, constructed in 1923 for one of the founders of the H.C. Prange Company, a midwestern department store chain. An extensive restoration project utilizing federal and state historic tax credits was undertaken in 2014 to convert the building into professional office suites. Restored to its original splendor and upgraded for maximum energy efficiency, the Prange House highlights our work and our commitment to preserving local history while striving for a sustainable future.

To learn more about Legacy Architecture, Inc., visit www.legacy-architecture.com or www.facebook.com/LegacyArchitecture.

Sheboygan County has over 14,000 acres of parks & sandy beaches. Pet-friendly parks create opportunities for newcomers and their pets to meet new friends. County-wide bike paths and access to interstate highways keep residents connected. Enjoy championship golf, as well as festivals featuring food, music, sports, racing, and specialty wines and beers. Visual arts, music, and theatre are active. Sheboygan County has an affordable cost of living and low crime rates and is a perfect fit for families and singles alike. If you are starting out, moving up, or transitioning from a distance, you can choose stable suburban neighborhoods, urban apartments and condos, or rural homesteads. You're sure to find a perfect place to call home! Visit <https://someplacebetter.org/>

Applications

Please send a cover letter, resume, and sample(s) of your work in PDF format (not to exceed 10MB) to jlehrke@legacy-architecture.com.