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## Project Architect

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**Reports To: Architect of the Capitol**

**Updated: 08/22/2023**

### **Position Overview**

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The Office of the Architect of the Capitol is accepting resumes to fill the position of Project Architect. The ideal candidate will have a minimum of two (2) years of professional experience in public or private organization. Applicant will support the Architect of the Capitol in fulfilling all duties of the Office of the Architect of the Capitol, including design, review and coordination of all new construction and renovation project, the implementation of the 2050 Capitol Master Plan, curation of Capitol artworks and monuments, allocation of space needs, and historic preservation efforts throughout the Capitol Complex.

### **Essential Job Functions:**

- Managing existing Capitol building Revit Model
- Preparing and reviewing architectural, structural and all related drawings.
- Attend capitol complex meetings and coordinate efforts among the legislature, using agencies, contractors and other stakeholders.
- Maintain inventory and registry of all historic items in the legislative complex.
- Assistance with social media account.
- Provide dome tour to elected officials and staff.
- Development of multimedia resources and other materials for visitors to the Capitol Complex.
- Record data and research historic items as needed.
- Work in conjunction with outside consultants on implementation of Capitol master plan goals.
- Provide construction observation and documentation on construction projects.

### **Requirements:**

- NAAB accredited bachelor's or master's degree in architecture.
- Have experience in AutoCAD and Revit software.

- Have knowledge of the design, structural systems and engineering of the State Capitol, or must have general knowledge of 19<sup>th</sup> and 20<sup>th</sup> century architecture and structures.
- Be licensed in the State of Illinois or on the path to licensure
- Excellent written and verbal communication skills
- Ability to prioritize, multitask and work under a deadline

### **Salary and Benefits:**

- Minimum \$60,000; full-time position with compensation based on individual qualifications and experience.
- Health benefits (dental, vision, prescription) and life insurance. For details visit:  
<https://www2.illinois.gov/cms/benefits/StateEmployee/Pages/StateInsuranceProgram.aspx>
- Participation in the State Employee's Retirement System
- Competitive vacation, personal, and sick time

### **Applications:**

Interested applicants may mail or email a cover letter and resume to:

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[oacwebmaster@ilga.gov](mailto:oacwebmaster@ilga.gov)

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