

2011 Salary Survey

of Architecture,
Interior Design &
Landscape Architecture Firms

Confidential Questionnaire: Must be completed and returned by October 15, 2010.

Stop! Are you a president, CEO, or HR professional in one of the following types of firms: architecture, interior design, or landscape architecture?

- Yes.** Please turn the page. Answer the questions that are relevant to your firm.
- No.** Please ask the appropriate person in your firm to complete this questionnaire.

You'll save \$300 off the regular price of the survey report by completing this questionnaire! See the order form at the end of the questionnaire for more information.



ZweigWhite
321 Commonwealth Road
Suite 101
Wayland MA 01778

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TO: Presidents, CEOs, and HR staff of architecture, interior design, and landscape architecture firms

FROM: Margot Suydam, Managing Editor, ZweigWhite Management Surveys

RE: *2011 Salary Survey of Architecture, Interior Design & Landscape Architecture Firms*

DATE: August 2010

To bring you reliable and up-to-date information about current compensation in architecture, interior design, and landscape architecture firms, ZweigWhite created the annual ***Salary Survey of Architecture, Interior Design & Landscape Architecture Firms***.

We'd like to get your input for the 2011 edition! By completing this survey questionnaire, **you'll be eligible to purchase this report for only \$95**. That's a 75% discount off the cover price of \$395! You will also be contributing to the body of information on compensation in architecture, interior design, and landscape architecture firms, which will help you and your peers in other firms like yours make sure you're paying your staff what they're worth.

The data collected in this survey report will provide the answers you need as a leader of an architecture, interior design, or landscape architecture firm. The questionnaire covers salaries for licensed architects, interns, project managers, landscape architects, interior designers, technicians, engineers, management, HR staff, marketing/public relations staff, IT systems staff, and administrative staff. The information you provide will help us publish this important report. Rest assured that your answers to these important and sensitive questions will remain confidential. **We have a strict policy on confidentiality— you'll notice there is no place to enter your name on the questionnaire.** We're interested in what you have to say, not who you are.

To receive your report at the participants' price of \$95, **complete the enclosed questionnaire and order form and return them by October 15, 2010**, to:

ZweigWhite
321 Commonwealth Road
Suite 101
Wayland, MA 01778

Or fax it to ZweigWhite at (800) 842-1560. Please return all pages of the questionnaire.

If you have any questions about the questionnaire or the survey report, please call Margot Suydam at (508) 318-5515 or e-mail her at msuydam@zweigwhite.com. Thank you!

FIRM OVERVIEW

Responses to questions on this page are required. Questionnaires without answers to these questions will not be accepted!

1. Which of the following best describes your firm overall? *(check one)*
- Architecture ^A
 Architecture/Interior Design ^C
 Other _____ ^E
- A/E *(primarily architecture)* ^B
 Architecture/Landscape Architecture ^D
2. How many people are currently employed by your firm? *(firm-wide, full-time equivalent)*
- 1 - 24 ^A
 50 - 99 ^C
- 25 - 49 ^B
 100 + ^D
3. In which region(s) does your firm have offices? *(check all that apply) **
- New England *(Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut)* ^A
- Middle Atlantic *(New York, New Jersey, Pennsylvania)* ^B
- South Atlantic *(Delaware, Maryland, District of Columbia, Virginia, West Virginia, North Carolina, South Carolina, Georgia, Florida)* ^C
- North Central *(Ohio, Indiana, Illinois, Michigan, Wisconsin, Minnesota, Iowa, Missouri, North Dakota, South Dakota, Nebraska, Kansas)* ^D
- South Central *(Kentucky, Tennessee, Alabama, Mississippi, Arkansas, Louisiana, Oklahoma, Texas)* ^E
- Mountain *(Montana, Idaho, Wyoming, Colorado, Arizona, New Mexico, Utah, Nevada)* ^F
- Pacific *(Washington, Oregon, California, Alaska, Hawaii)* ^G

* **If your firm has more than one office:** For the purposes of providing geographic data in the survey results, there is a specific space for each of the above regions listed with each job position on the following pages. If your firm has multiple offices in the same region (as defined above), please combine all data for that region into the appropriate space when completing your information. If your firm has offices in different regions, please report salaries for each region on its respective line.

DEFINITIONS

Average salary: Average of actual salaries paid to full-time employees for the position in question as of August 2010. Does not include overtime, bonuses, or profit-sharing. Use only data for 12 months of full-time employment. Do not include data of new, departed, or part-time employees unless it is adjusted to 12 months of full-time employment. Report actual salary amounts, not ranges. If there is only one person in the given position, report that person's salary.

Average years of experience: The average number of years of experience (post-bachelor's degree) of the employees with the title/position in question.

If you have questions: Because the breakdown of regional data is extremely important to our ability to provide accurate and comprehensive survey results, it is vital that these questions be completed correctly. If you have questions, please don't hesitate to contact Margot Suydam at (508) 318-5515 , or msuydam@zweigwhite.com.

Position definitions: Design staff, Project Managers, and Principals

	INTERN	PROJECT COORDINATOR
Minimum Experience	0 years	3 years
License Status	Unlicensed; studying for license exam	Unlicensed architect
Reports To	Project Manager	Project Manager
Direction Received	Receives close supervision by architects on small assignments. Partners with mentor from outside firm to help prepare for license exam and complete licensing requirements.	Under supervision from project managers, coordinates technical aspects of projects.
Typical Duties and Responsibilities	Using prescribed methods, performs specific and limited design and technical portions of a broader assignment of a more senior architect or group of architects.	Responsible for production, schedule, and technical aspects of small projects, but will eventually manage more projects with experience. Checks contracts, documents, and technical specifications for accuracy. Communicates with construction crews.
Responsibilities for Direction of Others	N/A	Supervises and/or reviews the technical work of interns and drafters.
Education Minimum	Bachelor's degree	Bachelor's degree
	JUNIOR ARCHITECT	INTERMEDIATE ARCHITECT
Minimum Experience	4 years	6 years
License Status	Recently licensed architect	Licensed architect
Reports To	Intermediate Architect	Senior Architect
Direction Received	Performs tasks according to specific guidelines under general supervision of project managers and more senior architects.	Independently performs most assignments with instructions as to the general results expected.
Typical Duties and Responsibilities	After successful completion of at least one professional internship, and under general supervision and specific guidelines, executes small projects from large assignments, mostly involving contracts, documents, and technical issues. Assists more experienced architects, as well as directs interns, technical drafters, and clerical employees.	Under minimal supervision and guidelines, tackles unusual design and technical challenges within large projects. Ensures daily tasks are completed.
Responsibilities for Direction of Others	Plans, organizes, and supervises the work of a staff of professionals and technicians.	Supervises several subordinate architects and technicians.
Education Minimum	Bachelor's degree	Bachelor's degree

Position definitions: Design staff, Project Managers, and Principals (*continued*)

	SENIOR ARCHITECT	PROJECT MANAGER
Minimum Experience	8 years	10 years
License Status	Licensed architect	Licensed architect
Direction Received	Administrative	Administrative
Typical Duties and Responsibilities	In a supervisory capacity, is responsible for the design and technical accuracy of large projects. Responsible for major design decisions. Handles significant project challenges requiring new approaches and guidelines. May supervise and/or perform site observations.	In an administrative capacity, plans, develops, coordinates, and directs a number of large and important projects or a project of major scope and importance. Determines schedules and budget. Sometimes prepares and checks project documents. Consults with clients.
Responsibilities for Direction of Others	Plans and supervises design and/or technical work of less senior architects and technicians.	Manages and directs work and human resources for project staff and involved consultants.
Education Minimum	Bachelor's degree	Bachelor's degree
	ASSOCIATE/DEPARTMENT HEAD	PRINCIPAL
Minimum Experience	10 years	15 years
License Status	Licensed architect	Licensed architect
Direction Received	Administrative	Administrative
Typical Duties and Responsibilities	Performs major administrative functions of department. Ensures career development of architects. Maintains high-quality staff and work. Sometimes acts as project manager on large projects.	Is either (1) in charge of programs so extensive and complex as to require staff and resources of sizable magnitude; or (2) consults or performs individual research as a national and/or international authority and leader.
Responsibilities for Direction of Others	Supervises professional groups.	Supervises professional groups.
Education Minimum	Bachelor's degree	Bachelor's degree

Salary data: Design staff, Project Managers, and Principals

If your firm has more than one office: If your firm has multiple offices in the same region, please combine all data for that region into the appropriate space when completing your information. If your firm has offices in different regions, please only report salaries for that region.

	average salary	average years of experience		average salary	average years of experience
Intern			Senior Architect		
New England	\$ _____	_____	New England	\$ _____	_____
Middle Atlantic	\$ _____	_____	Middle Atlantic	\$ _____	_____
South Atlantic	\$ _____	_____	South Atlantic	\$ _____	_____
North Central	\$ _____	_____	North Central	\$ _____	_____
South Central	\$ _____	_____	South Central	\$ _____	_____
Mountain	\$ _____	_____	Mountain	\$ _____	_____
Pacific	\$ _____	_____	Pacific	\$ _____	_____
Project Coordinator			Project Manager		
New England	\$ _____	_____	New England	\$ _____	_____
Middle Atlantic	\$ _____	_____	Middle Atlantic	\$ _____	_____
South Atlantic	\$ _____	_____	South Atlantic	\$ _____	_____
North Central	\$ _____	_____	North Central	\$ _____	_____
South Central	\$ _____	_____	South Central	\$ _____	_____
Mountain	\$ _____	_____	Mountain	\$ _____	_____
Pacific	\$ _____	_____	Pacific	\$ _____	_____
Junior Architect			Associate/Department Head		
New England	\$ _____	_____	New England	\$ _____	_____
Middle Atlantic	\$ _____	_____	Middle Atlantic	\$ _____	_____
South Atlantic	\$ _____	_____	South Atlantic	\$ _____	_____
North Central	\$ _____	_____	North Central	\$ _____	_____
South Central	\$ _____	_____	South Central	\$ _____	_____
Mountain	\$ _____	_____	Mountain	\$ _____	_____
Pacific	\$ _____	_____	Pacific	\$ _____	_____
Intermediate Architect			Principal		
New England	\$ _____	_____	New England	\$ _____	_____
Middle Atlantic	\$ _____	_____	Middle Atlantic	\$ _____	_____
South Atlantic	\$ _____	_____	South Atlantic	\$ _____	_____
North Central	\$ _____	_____	North Central	\$ _____	_____
South Central	\$ _____	_____	South Central	\$ _____	_____
Mountain	\$ _____	_____	Mountain	\$ _____	_____
Pacific	\$ _____	_____	Pacific	\$ _____	_____

If you have questions: Please don't hesitate to contact Margot Suydam at (508) 318-5515, or msuydam@zweigwhite.com.

Landscape Architects, Interior Designers, and Engineers

	average salary	average years of experience	
	\$ _____	_____	New England
	\$ _____	_____	Middle Atlantic
	\$ _____	_____	South Atlantic
	\$ _____	_____	North Central
	\$ _____	_____	South Central
	\$ _____	_____	Mountain
	\$ _____	_____	Pacific
	\$ _____	_____	New England
	\$ _____	_____	Middle Atlantic
	\$ _____	_____	South Atlantic
	\$ _____	_____	North Central
	\$ _____	_____	South Central
	\$ _____	_____	Mountain
	\$ _____	_____	Pacific
	\$ _____	_____	New England
	\$ _____	_____	Middle Atlantic
	\$ _____	_____	South Atlantic
	\$ _____	_____	North Central
	\$ _____	_____	South Central
	\$ _____	_____	Mountain
	\$ _____	_____	Pacific
	\$ _____	_____	New England
	\$ _____	_____	Middle Atlantic
	\$ _____	_____	South Atlantic
	\$ _____	_____	North Central
	\$ _____	_____	South Central
	\$ _____	_____	Mountain
	\$ _____	_____	Pacific
	\$ _____	_____	New England
	\$ _____	_____	Middle Atlantic
	\$ _____	_____	South Atlantic
	\$ _____	_____	North Central
	\$ _____	_____	South Central
	\$ _____	_____	Mountain
	\$ _____	_____	Pacific

Landscape Architect

Designs, develops, modifies, and reviews drawings for landscape architecture projects. Corrects and updates documents. Develops solutions to technical problems. May supervise a Landscape Architect Technician. Equivalent of a Bachelor's degree in Landscape Architecture. Registered Landscape Architect.

Interior Designer

Develops design concepts and prepares documents during design development phase. Corrects and updates design documents. Develops solutions to design problems. May supervise a Interior Designer or Technician during a portion of the job. Bachelor's and/or Master's degree in Interior Design.

Mechanical Engineer

Plans, schedules, conducts, or coordinates mechanical engineering work. Resolves a variety of complex problems. Coordinates projects with City, State, and County officials, and other outside agencies. Reviews plans and prepares or reviews technical specifications, contract documents, and estimates. Bachelor's degree in engineering. Registered Professional Engineer.

Structural Engineer

Plans, schedules, conducts, or coordinates structural engineering work. Resolves a variety of complex problems. Coordinates projects with City, State, and County officials, and other outside agencies. Reviews plans and prepares or reviews technical specifications, contract documents, and estimates. Bachelor's degree in engineering. Registered Professional Engineer.

Electrical Engineer

Plans, schedules, conducts, or coordinates electrical engineering work. Resolves a variety of complex problems. Coordinates projects with City, State, and County officials, and other outside agencies. Reviews plans and prepares or reviews technical specifications, contract documents, and estimates. Bachelor's degree in engineering. Registered Professional Engineer.

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Technical staff

Drafter
Copies sketches, layout, plans and drawings or architecture or engineering systems or components. Performs drafting assignments by applying standardized drawing techniques. Develops, modifies, and/or reviews drawings according to established standards. May supervise a less senior drafter during a portion of the job. Technical school or community college graduate.

average salary	average years of experience	
\$ _____	_____	New England
\$ _____	_____	Middle Atlantic
\$ _____	_____	South Atlantic
\$ _____	_____	North Central
\$ _____	_____	South Central
\$ _____	_____	Mountain
\$ _____	_____	Pacific

CADD Operator

Experienced in one or more CADD platforms such as AutoCAD, Intergraph, etc., and able to produce architecture and engineering drawings from design information provided by architects and/or engineers. Able to create graphic information databases using a GIS platform, such as ARC/INFO. Technical school or community college graduate.

\$ _____	_____	New England
\$ _____	_____	Middle Atlantic
\$ _____	_____	South Atlantic
\$ _____	_____	North Central
\$ _____	_____	South Central
\$ _____	_____	Mountain
\$ _____	_____	Pacific

Information technology/computer personnel

CIO/IT Director

Responsible for all corporate information systems and the development of policies and procedures, technical standards and methods, and priorities. Develops overall strategy for systems development. Oversees interface of information systems with other functions in the company. May directly supervise or provide functional direction and/or guidance to all information systems staff. Bachelor's or master's degree in computer science.

average salary	average years of experience	
\$ _____	_____	New England
\$ _____	_____	Middle Atlantic
\$ _____	_____	South Atlantic
\$ _____	_____	North Central
\$ _____	_____	South Central
\$ _____	_____	Mountain
\$ _____	_____	Pacific

IT Manager/Specialist

Responsible for determining individual staff equipment requirements. Plans and coordinates activities such as the installation and upgrading of hardware and software, programming and systems design, the development of computer networks, and the implementation of Internet and intranet sites. Bachelor's degree in computer science.

\$ _____	_____	New England
\$ _____	_____	Middle Atlantic
\$ _____	_____	South Atlantic
\$ _____	_____	North Central
\$ _____	_____	South Central
\$ _____	_____	Mountain
\$ _____	_____	Pacific

CADD Manager

Responsible for management of CADD systems, including installation and upgrading of system software, site modifications, controlling system operation, and resources and future planning. Provides assistance and engineering support to engineers in the development and modification of computer programs in both graphic (CADD) and non-graphic applications.

\$ _____	_____	New England
\$ _____	_____	Middle Atlantic
\$ _____	_____	South Atlantic
\$ _____	_____	North Central
\$ _____	_____	South Central
\$ _____	_____	Mountain
\$ _____	_____	Pacific

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Administrative personnel

	average salary	average years of experience	
	\$ _____	_____	New England
	\$ _____	_____	Middle Atlantic
Bookkeeper/Accounting Supervisor	\$ _____	_____	South Atlantic
Works under Financial Manager/Comptroller. Responsible for maintaining a complete and systematic set of records of business transactions. Balances books and prepares reports to show receipts, expenditures, accounts receivable and payable, and various other items pertinent to the operation of a business. Supervises accounting clerks. Good computer skills required. Applicable degree and/or business school training.	\$ _____	_____	North Central
	\$ _____	_____	South Central
	\$ _____	_____	Mountain
	\$ _____	_____	Pacific
	\$ _____	_____	New England
	\$ _____	_____	Middle Atlantic
Accounting/Payroll Clerk	\$ _____	_____	South Atlantic
Under supervision, performs a variety of routine bookkeeping tasks. Duties may include reconciling bank accounts, posting to and balancing general and subsidiary ledgers, processing payroll, preparing draft invoices, assisting in maintenance of accounting files, etc. Ability to use appropriate spreadsheet computer software. Business school or community college graduate.	\$ _____	_____	North Central
	\$ _____	_____	South Central
	\$ _____	_____	Mountain
	\$ _____	_____	Pacific
	\$ _____	_____	New England
	\$ _____	_____	Middle Atlantic
Office Administrator/Manager	\$ _____	_____	South Atlantic
Supervises administrative staff for support of office functions. Has thorough knowledge of company policies and practices. Responsibilities may include bookkeeping, accounting, editing, word processing, handling incoming and outgoing mail, etc. Able to work with little or no direction. Requires good computer skills. Community college graduate with appropriate training.	\$ _____	_____	North Central
	\$ _____	_____	South Central
	\$ _____	_____	Mountain
	\$ _____	_____	Pacific
	\$ _____	_____	New England
	\$ _____	_____	Middle Atlantic
Administrative Assistant	\$ _____	_____	South Atlantic
Performs routine administrative office functions under the direction of the Office Administrator/Manager. Responsibilities may include filing, bookkeeping, word processing, handling incoming and outgoing mail, etc. Requires basic computer skills. High-school graduate.	\$ _____	_____	North Central
	\$ _____	_____	South Central
	\$ _____	_____	Mountain
	\$ _____	_____	Pacific

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Administrative personnel (*continued*)

	average salary	average years of experience	
	\$ _____	_____	New England
	\$ _____	_____	Middle Atlantic
Human Resources Director/Manager	\$ _____	_____	South Atlantic
Responsible for coordinating the hiring, training, and retention of professional, technical, administrative, and marketing personnel, including personnel benefits, EEO, and continued education programs. College graduate with appropriate training.	\$ _____	_____	North Central
	\$ _____	_____	South Central
	\$ _____	_____	Mountain
	\$ _____	_____	Pacific
	\$ _____	_____	New England
	\$ _____	_____	Middle Atlantic
Human Resources Coordinator/Assistant	\$ _____	_____	South Atlantic
Works under Human Resources Director/Manager. Assists in the administration of various areas of human resources, including: employment, personnel benefits, compensation, and recruitment. High-school or college graduate.	\$ _____	_____	North Central
	\$ _____	_____	South Central
	\$ _____	_____	Mountain
	\$ _____	_____	Pacific
	\$ _____	_____	New England
	\$ _____	_____	Middle Atlantic
Receptionist/Phone Operator	\$ _____	_____	South Atlantic
Responsible for operating the telephone system and welcoming visitors to the office and directing them to the appropriate person within the firm. May do incidental word processing and routine clerical duties as assigned. High-school graduate.	\$ _____	_____	North Central
	\$ _____	_____	South Central
	\$ _____	_____	Mountain
	\$ _____	_____	Pacific
	\$ _____	_____	New England
	\$ _____	_____	Middle Atlantic
Executive Assistant	\$ _____	_____	South Atlantic
Performs diversified duties for company executive(s). Handles correspondence of a complex and/or confidential nature, and assists in designated administrative details requiring initiative and judgement. Requires knowledge of company policy and organization, and good computer skills. Responsibilities may include supervision of computer operators and administrative assistants. Secretarial school or high-school graduate with appropriate training.	\$ _____	_____	North Central
	\$ _____	_____	South Central
	\$ _____	_____	Mountain
	\$ _____	_____	Pacific

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Marketing/public relations personnel

	average salary	average years of experience	
Marketing Director	\$ _____	_____	New England
Senior member of firm management who is responsible for all marketing activities. Establishes marketing programs, policies, and procedures. Directs preparation of marketing plan and has major influence on the substance of the plan. Is empowered to make commitments on behalf of the firm. Supervises marketing staff and directs technical staff in marketing duties. Typically represents firm to clients, peer organizations, and business associates.	\$ _____	_____	Middle Atlantic
	\$ _____	_____	South Atlantic
	\$ _____	_____	North Central
	\$ _____	_____	South Central
	\$ _____	_____	Mountain
	\$ _____	_____	Pacific
Marketing Manager/Coordinator	\$ _____	_____	New England
Maintains marketing information systems. Edits, coordinates, and helps to write proposals, brochures, and other marketing materials. May assist the Marketing Director in developing the marketing plan, facilitate/coordinate marketing staff meetings, and/or oversee proposal preparation, client contact database maintenance, and help manage marketing support staff.	\$ _____	_____	Middle Atlantic
	\$ _____	_____	South Atlantic
	\$ _____	_____	North Central
	\$ _____	_____	South Central
	\$ _____	_____	Mountain
	\$ _____	_____	Pacific
Marketing Assistant	\$ _____	_____	New England
Provides administrative support for marketing activities. Client contact restricted to updating routine file information. Maintains databases, client files, project description files, and mailing lists. May complete government forms and assemble qualification packages from existing marketing materials with direction from principal or marketing management. May research target markets and potential clients.	\$ _____	_____	Middle Atlantic
	\$ _____	_____	South Atlantic
	\$ _____	_____	North Central
	\$ _____	_____	South Central
	\$ _____	_____	Mountain
	\$ _____	_____	Pacific
Business Development Representative	\$ _____	_____	New England
This individual seeks business opportunities for the firm. Majority of time is spent outside the firm making client contacts. Responsible for developing client relationships and soliciting project opportunities. Reports on planned and executed sales activities to appropriate level of management.	\$ _____	_____	Middle Atlantic
	\$ _____	_____	South Atlantic
	\$ _____	_____	North Central
	\$ _____	_____	South Central
	\$ _____	_____	Mountain
	\$ _____	_____	Pacific
Graphic Designer	\$ _____	_____	New England
Provides support in graphics-related projects, including the development of new graphic designs and packaging materials.	\$ _____	_____	Middle Atlantic
	\$ _____	_____	South Atlantic
	\$ _____	_____	North Central
	\$ _____	_____	South Central
	\$ _____	_____	Mountain
	\$ _____	_____	Pacific

If you have questions: Please don't hesitate to contact Margot Suydam at (508) 328-5515, or msuydam@zweigwhite.com.

Management

	average salary	average years of experience	
	\$ _____	_____	New England
	\$ _____	_____	Middle Atlantic
	\$ _____	_____	South Atlantic
	\$ _____	_____	North Central
	\$ _____	_____	South Central
	\$ _____	_____	Mountain
	\$ _____	_____	Pacific
	\$ _____	_____	New England
	\$ _____	_____	Middle Atlantic
	\$ _____	_____	South Atlantic
	\$ _____	_____	North Central
	\$ _____	_____	South Central
	\$ _____	_____	Mountain
	\$ _____	_____	Pacific
	\$ _____	_____	New England
	\$ _____	_____	Middle Atlantic
	\$ _____	_____	South Atlantic
	\$ _____	_____	North Central
	\$ _____	_____	South Central
	\$ _____	_____	Mountain
	\$ _____	_____	Pacific
	\$ _____	_____	New England
	\$ _____	_____	Middle Atlantic
	\$ _____	_____	South Atlantic
	\$ _____	_____	North Central
	\$ _____	_____	South Central
	\$ _____	_____	Mountain
	\$ _____	_____	Pacific
	\$ _____	_____	New England
	\$ _____	_____	Middle Atlantic
	\$ _____	_____	South Atlantic
	\$ _____	_____	North Central
	\$ _____	_____	South Central
	\$ _____	_____	Mountain
	\$ _____	_____	Pacific
	\$ _____	_____	New England
	\$ _____	_____	Middle Atlantic
	\$ _____	_____	South Atlantic
	\$ _____	_____	North Central
	\$ _____	_____	South Central
	\$ _____	_____	Mountain
	\$ _____	_____	Pacific

CEO/President/Managing Partner

Has overall responsibility for leadership of firm; expresses corporate viewpoint to external interests and to staff; conveys mission, culture, and vision to staff; leads management team meetings; conducts shareholder meetings; and serves as mentor for principals and officers of firm.

Vice President

The vice president is typically responsible for a segment of the firm’s practice, such as a discipline, geographic area, or project type. This position usually reports directly to the CEO.

CFO/Financial Manager

Directs all financial functions, including development and enhancement of appropriate systems for financial planning, control, and accounting. Reports to the CEO. Can play a key role in company leadership, as well as strategic and tactical planning. The CFO will be a seasoned financial professional with public accounting experience (audit capacity). Also called Director of Finance, VP of Finance, Comptroller, or Corporate Controller. Supervises accounting staff and is responsible for all financial matters.

COO

Leads strategic planning for corporate departments such as marketing, public relations, and legal, and facilitates whatever changes are necessary. Oversees the activities of all branch offices and sites and encourages cooperation among regional offices. Heads the compensation committee. May act as the senior contact for major clients.

Branch Office Manager

The branch office manager has on-site responsibility for day-to-day operations of a firm office separate from the main office. In some firms, this title is used for the manager of a group with a particular project specialty. Alternative titles include Profit Center Manager and Division Manager. Typical responsibilities include local marketing efforts, local human resources management, and project production. Typically, the local management responsibilities are carried out under the direction of the headquarters office.

If you have questions: Please don’t hesitate to contact Margot Suydam at (508) 318-5515, or msuydam@zweigwhite.com.

2011 Salary Survey of Architecture, Interior Design & Landscape Architecture Firms

TO ORDER: To receive your survey report at the pre-publication discount price, complete and return this form along with a completed questionnaire. This offer expires October 15, 2010. **Your order must be paid before the report is shipped (November 2010).**

- YES**, I have enclosed my completed questionnaire and would like to receive a survey report at the pre-publication price for participants—\$95 (more than 75% savings).
- NO**, I did not complete the questionnaire, but would still like to receive a survey report at the pre-publication price for non-participants—\$295 (more than 25% savings).

Please total your order:	
2011 <i>Salary Survey of Architecture, Interior Design & Landscape Architecture Firms</i> — \$95 for participants; \$295 for non-participants	\$
Sales tax (MA, IL 6.25%, VA 5%)	\$
Shipping & Handling	\$ 8.00 *
TOTAL	\$

* this charge applies to print versions only

DELIVERY METHOD:

- Print Electronic (PDF)

PAYMENT METHOD:

- Charge my: VISA MasterCard American Express

CARDHOLDER _____ CARD# _____

EXPIRATION DATE _____ SIGNATURE _____

My check is enclosed.

Please bill my firm. PO#: _____ (optional)

Please make a copy of this order form for your own records.

The 2011 Salary Survey of Architecture, Interior Design & Landscape Architecture Firms is the most up-to-date and comprehensive compensation survey for architecture firms across the country. Based on data from a broad sampling of architecture firms in the U.S. reporting salaries for all positions, this report is the new standard for firm leaders and human resources directors looking to benchmark their staff's compensation against their peers.



Between helping you resolve salary issues and keeping compensation costs down, this book will pay for itself many times over.

SHIP TO:

NAME _____ TITLE _____

FIRM _____ STAFF SIZE _____

STREET _____

CITY _____ STATE _____ ZIP _____

PHONE _____ E-MAIL _____

RETURN TO: ZweigWhite
321 Commonwealth Road
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Wayland, MA 01778
Tel (800) 466-6275
Fax (800) 842-1560