

January 18, 2022

Junior Designer/Studio assistant:

Brooklyn landscape architecture firm is on the hunt for a talented designer and studio assistant! **A great opportunity to learn the ropes, contribute to a growing practice and soak up Liz's 25 years of experience, in a supportive environment. Enjoy flexibility, gain steady income and help expand your skills and our practice.**

We're seeking a blossoming landscape designer/ landscape architect eager to gain hands-on experience in a busy, creative practice. The right candidate may be a grad student or already have some experience in the field (approx. 1-3 years). Candidates are interested in participating in all aspects of a project, seeing real projects take shape and gaining practical experience in an office setting.

Commitment: Position will be 2-3 days/ week initially, primarily in-person 80-100% of the time. This includes time in the office with some site visits, etc. Office is currently located in Dumbo, Brooklyn. (Remote work is not the main focus of this position.)

Responsibilities include: Assisting with and attending meetings with clients, site visits, measuring sites, preparing base plans afterward, helping to develop design ideas, drawings and documents, involvement with planting and installation phases, coordinating with vendors, clients and others, bid preparation and analysis, coordination with contractors and vendors, materials research, drawing and detail preparations and updates. You'll also sit in on client presentations and prepare follow up notes and coordination. Assist with preparations of presentations, possibly with renderings (as applicable). Some organizational and administrative tasks may be included to help with the day-to-day operations of our small design firm.

Desired Skills and attributes desired: Team oriented and flexible, with a positive attitude. Excellent verbal and graphic communication skills. Ability to communicate professionally with colleagues, clients, contractors and vendors. Ability to multitask, prioritize and manage workload across multiple projects simultaneously. Attention to detail is important. High degree of self-motivation and resourcefulness. Interest in bringing new ideas that will advance project / firm work.

- Proficiency with Word and Excel (or Google Docs equivalent)
- Presentation programs like Powerpoint (or Google Slides, or equivalent).
- Proficiency in AutoCAD helpful (or other drafting programs).
- Fluency with Adobe Illustrator, Photoshop, In Design
- Interest in Northeast plant materials/planting design.

LIZ PULVER

LANDSCAPE ARCHITECT

- Interest in understanding the design and construction process.

Bonus skills (not required, but helpful to have):

- Hand drawing and sketching skills
- Drawing Sketchup/ Lumion/ Rhino.

About us: Liz Pulver Landscape Architect is a Brooklyn based firm, with 25 years of experience guiding clients through the unique challenges of designing outdoor spaces and gardens in the city and beyond. LPLA specializes in rooftops, terraces and small urban spaces, as well as commercial and multi-family residential projects as well. We work in NYC, Brooklyn and also Long Island, Connecticut, the Hudson Valley and beyond. Current project mix: 70% residential, and 30% commercial. We are evolving and growing. Help us chart our course and yours!

If you're interested in this position, please send an email to: maria@lizpulverdesign.com

In the message or cover letter, please let us know a little about yourself, why you'd like to work with us and what you're hoping to gain from it. Please include a current Resume and Portfolio/Samples of your work (no more than 20 MB) or link to your portfolio.