Job Posting for	Assistant Landscape Architect
Reports to	Studio Director for Landscape Architecture
Position Type	Full-time/Exempt

About Central Park and the Central Park Conservancy

Central Park is one of the most famous and beloved urban public spaces in the world. Designed by Frederick Law Olmsted and Calvert Vaux in 1857, the 843-acre park was the first purpose-built public park in the country and is a National Historic Landmark. The Central Park Conservancy, a private not-for-profit organization, was founded in 1980 to rescue the Park which had fallen into serious disrepair. Since that time, the Conservancy has overseen the investment of approximately $1 billion in the restoration of the Park, and now hosts over 40 million visitors a year.

The Conservancy's mission is to preserve and celebrate Central Park as a sanctuary from urban life. The City of New York has formally entrusted the care of the Park to the Conservancy which is responsible for every aspect of its care, including landscape maintenance, capital improvements, and the visitor experience. Committed to sharing the best practices in urban park management, the Conservancy also serves as a resource for other NYC parks and for public-private partnerships around the world. The Conservancy employs roughly 325 people and has an operating budget of $80 million.

The Conservancy recently completed a seven-year plan, *Central Park Conservancy, A Plan for the Stewardship of Central Park: 2020-2027,* which focuses on the ongoing capital investment of the last four decade's investment of more than $1 billion into Central Park.

Position Summary

The Central Park Conservancy is seeking an experienced Assistant Landscape Architect to join the department of Capital Projects. Reporting to the Studio Director for Landscape Architecture, the position will take part in the design and implementation of restoration and reconstruction projects in Central Park. Candidate should exhibit strong skills in all areas of professional practice, with an emphasis on effective project design, graphic presentations, construction documentation experience, and involvement in project implementation.

The department of Capital Projects is responsible for all restoration and reconstruction projects in Central Park. Types of projects include landscapes, structures (buildings and bridges), and recreational facilities (playgrounds, athletic courts). The Department is approximately 30 people of mostly landscape architects, architects, and construction managers each focused primarily on designing projects, managing consultant design efforts, or supervising construction by contractors.

Responsibilities

- Conduct site inventories and prepare analyses.
- Assist in preparing project scopes of work.
- Prepare and develop designs throughout all project phases.

- Prepare illustrative and written material required to convey design intent, including for donors, community groups, and regulatory commissions.
- Conduct materials research and coordinate procurement.
- Prepare contract documents including drawings and specifications.
- Assist in preparing cost estimates throughout all project phases.
- Assist in coordination with the department's construction team during the construction administration phase, including RFI and submittal review, CD's clarification, and monitoring of contractor fieldwork.
- Maintain up-to-date project files.
- Perform other duties as required throughout project development.

Qualifications
- Degree from an accredited program in Landscape Architecture.
- A minimum of 3 years of experience in landscape architectural practice.
- Demonstrated competencies in design development with technical proficiencies in grading, horticulture/planting design, construction detailing and materials knowledge.
- Familiarity and understanding in the preparation of construction documents.
- Cost estimating experience.
- Solid proficiency in AutoCAD, Adobe Creative Suites and MS Office. Working knowledge of Rhino 3D preferred.
- Familiarity and experience with relevant design standards, codes, and standards of practice.
- Strong written and verbal communications, technical and organizational skills.
- Ability to work effectively both independently and as part of collaborative interdisciplinary teams.
- Authorized to work in the United States.
- A valid driver's license.

This is an in-person position (not remote).

Learn more about our work at: https://restoration.centralparknyc.org/.

Please include a cover letter, resume and portfolio in your application.

Salary range: $60K to $65K based on experience level.