

Company Overview:

AndersonBaron is an innovative, industry leading firm that specializes in land planning and landscape architecture. We have offices in Phoenix, Dallas, and Las Vegas and we service both the public and private sectors. Our work encompasses all aspects of entitlements, land planning, urban design, landscape architecture, and project implementation. Our projects, throughout the west and into Texas, range from small intimate spaces, to large master-planned communities, and mixed-use projects. AndersonBaron is an established firm that has been in business over twelve years, with decades of experience among our senior staff alone.

We are currently looking for an inspired, energetic, and collaborative individual with a passion for landscape architecture, planning, and urban design. We are especially interested in people who desire to be at the leading edge of the profession, creative thinkers, love to experiment & grow, possess broad cultural interests & experience, and have commitment to innovative design.

AndersonBaron is seeking to fill a Project Planner position within our Phoenix area location. This is a mid-level position, and a great opportunity for a dedicated individual to join a creative and dynamic team. If you feel you possess the required skills and attributes to fulfill this full-time position, please submit your resume and portfolio per the instructions hereafter.

Job Description:

The ideal candidate should have advanced knowledge of land planning, municipal entitlements, grading design, graphic preparation, and plan preparation with excellent organization, written, verbal, and layout skills. Project Planners work directly under the supervision of Principals, Associate Principals, Associates, Senior Planners, Planning Managers, and/or Assistant Project Managers. This position's role involves coordination and production of planning documents and physical planning materials and other tasks as needed. Job duties include, but are not limited to, the following:

- Ability to work in an energizing environment while consistently producing collateral and support material of exceptional quality;
- Responsible for coordinating deliverables/deadlines with Clients and consultants throughout all phases of a project;
- Creation and modification of layout and graphic content to convey ideas, methodologies, and approaches;
- General Plan amendments, municipal zoning code analysis, research, and written development documentation;
- Design guidelines, land development standards, narratives, and other creative writing;
- Community and mixed-use planning including land use, zoning, physical lot layout & roadway network geometry;
- Specific site planning for various project types not limited to residential, commercial, office and recreation;
- Knowledge of grading and drainage; and
- Preparation of graphics and materials using AutoCAD, SketchUp and the Adobe Suite.

Qualifications:

The following attributes are also required for the Project Planner position:

- A minimum of two years of experience required;
- A passion for design;

- Excellent organization, and people skills, including the ability to work with a wide-variety of staff levels from senior executives to administrative staff;
- Ability to participate in collaborative project team environments with an eye towards deliverables and end goals;
- Capable of adhering to deadlines while working on multiple, diverse projects;
- Attention to detail and the ability to complete tasks with accuracy on a consistent basis;
- Exceptional verbal and written communication skills with solid knowledge of the written word including persuasive copy writing skills and excellent grammar skills;
- In-depth understanding of graphic development and land planning;
- Experience or understanding of graphic design for presentations and layouts; and
- Efficient, thorough, detail oriented, and dedicated to quality work.

Proficiency required in the following programs:

- AutoCAD;
- Adobe Creative Suite, specifically Photoshop and InDesign;
- Sketch-up; and
- Microsoft Office.

Education:

- Bachelor's degree in Landscape Architecture, Urban Planning, or other related field required;

HOW TO APPLY:

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AndersonBaron is seeking to fill a Project Coordinator position within our Phoenix area location. This is a mid-level position, and a great opportunity for a dedicated individual to join a creative and dynamic team. If you feel you possess the required skills and attributes to fulfill this full-time position, please submit your resume and portfolio per the instructions hereafter.

Job Description:

The Project Coordinator requires an above-average technical understanding of design, knowledge of planning, and aspects of landscape architecture. Project Coordinators work directly under the supervision of Principals, Associates, Senior Project Managers and/or Project Managers. The primary role of a Project Coordinator is to coordinate the production of numerous projects. Job duties include, but are not limited to, the following:

- Interprets and inputs the conceptual designs, sets up construction documents, and formats sheet sets in AutoCAD to provide the framework for the construction document sets;
- Properly prepare complete, accurate and properly delineated, and detailed drawings;
- Utilize accurate scaling, proportions and interpretation of layouts, sketches, redlined prints, or other drawings;
- Maintain and update color and material schedules necessary for the completion of the projects;
- Utilize CAD and design software to create constructions details, design document, and constructions documents;
- Transform initial rough designs and sketches using AutoCAD into construction documents;
- Can understand, locate, review, and setup drawings & designs to ensure adherence to municipality and in-house specifications & standards;
- Ability to work with several Project Managers and self-regulate work schedule based on deadlines provided;
- Perform assigned tasks and complex assignments from verbal and written instructions under minimum supervision;
- Review all work for completeness and accuracy prior to submitting for review;
- Organize, create, and maintain all CAD or CAD related files for Clients and municipalities;
- Involved with project coordination, graphics, submittal packages, and other tasks as needed; and
- Potentially assists in the development of the project design and associated presentation materials. The level of project involvement depends directly on the individual's knowledge, experience, professional attitude, and desire to learn.

Qualifications:

- Candidate should have at least two to five years of experience in Landscape Architecture or similar design field;
- Passion for design;
- Candidate must possess a thorough understanding of design development, graphic presentations, and construction document preparation;
- Highly motivated, positive, and self-starter;
- Ability to multitask and prioritize deadlines of multiple projects;
- Possess a high level of professionalism, with strong verbal and written communication skills;
- Experience or understanding of graphic design for presentations and layouts; and
- Efficient, thorough, detail oriented, and dedicated to quality work.

Proficiency required in the following programs:

- AutoCAD;
- Adobe Creative Suite, specifically Photoshop and InDesign;
- Sketch-up; and
- Microsoft Office.

Education:

- BA/BS in Landscape Architecture preferred, or Associates or Technical College Degree in similar field of study required.

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AndersonBaron is seeking to fill a Project Designer position within our Phoenix area location. This is an entry level position, and a great opportunity for a dedicated individual to join a creative and dynamic team. If you feel you possess the required skills and attributes to fulfill this full-time position, please submit your resume and portfolio per the instructions hereafter.

Job Description:

The Project Designer requires a technical understanding of design, knowledge of planning, construction details and/or construction documents, and aspects of landscape architecture. Project Designers work directly under the supervision of Principals, Associates, Senior Project Managers and/or Project Managers. The primary role of a Project Designer is to develop and coordinate the production of construction documents for multiple projects. This includes obtaining base materials, coordinating engineering & sub-consultants, providing cost estimation take-offs, and the timely delivery of documents to the Client. Job duties include, but are not limited to, the following:

- Interprets and inputs the conceptual designs, sets up construction documents, and formats sheet sets in AutoCAD to provide the framework for the construction document sets;
- Properly prepare complete, accurate and properly delineated, and detailed drawings;
- Utilize accurate scaling, proportions and interpretation of layouts, sketches, redlined prints, or other drawings;
- Maintain and update color and material schedules necessary for the completion of the projects;
- Utilize CAD and design software to create constructions details, design document, and constructions documents;
- Transform initial rough designs and sketches using AutoCAD into construction documents;
- Can understand, locate, review, and setup drawings & designs to ensure adherence to municipality and in-house specifications & standards;
- Ability to work with several Project Managers and self-regulate work schedule based on deadlines provided;
- Review all work for completeness and accuracy prior to submitting for review;
- Organize, create, and maintain all CAD or CAD related files for Clients and municipalities;
- Involved with project coordination, graphics, submittal packages, and other tasks as needed; and
- Potentially assists in the development of the project design and associated presentation materials. The level of project involvement depends directly on the individual's knowledge, experience, professional attitude, and desire to learn.

Qualifications:

The following attributes are also required for the Project Designer position:

- Highly motivated, positive, and self-starter;
- Passion for design;
- Ability to multitask and prioritize deadlines of multiple projects;
- Possess a high level of professionalism, with strong verbal and written communication skills;
- Understanding of design development and construction document preparation;
- Experience or understanding of graphic design for presentations and layouts;
- Efficient, thorough, detail oriented, and dedicated to quality work; and
- Knowledge of and willingness to learn other programs as needed, including but not limited to: Sketch Up, InDesign, or others.

Entry level knowledge required in the following programs:

- AutoCAD;
- Adobe Creative Suite, specifically Photoshop and InDesign;
- Sketch-up; and
- Microsoft Office.

Education:

- BA/BS in Landscape Architecture preferred, or Associates or Technical College Degree in similar field of study required.

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