



**The Green Room**  
**Landscape Architecture**

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## **Project Coordinator**

The Green Room Landscape Architecture is an award-winning landscape architecture firm based in Phoenix with offices in Tucson and Las Vegas. We are seeking a talented Project Coordinator to become an integral part of our collaborative team.

We are a firm built on collaboration, focused on creating artful and immersive experiences for our clients. Our work has garnered numerous awards and accolades and we are growing!

We offer a competitive compensation package, including generous benefits like 100% company paid health insurance, 401k with 4% company match and the ability to participate in companywide profit sharing. The potential for future growth in a team-oriented atmosphere and a fun working studio are also benefits to working at our amazing firm. This is a full time, exempt position based in our Phoenix office.

Responsibilities include (but are not limited to):

- Creating construction document sheets ready for permitting.
- Scanning and tracing hand sketches into CAD accurately.
- Performing on-site field verification measurements or base mapping as needed and entering accurately into CAD.
- Detail drawing assistance.
- Making corrections to redlined check sets.
- Maintaining the firm's file management standards.
- Setting up all sheets, title blocks and base CAD files for all projects.

Please submit a resume, cover letter and if available, a graphic portfolio highlighting your best work in PDF format to [studio@tgrla.com](mailto:studio@tgrla.com).