

# CITE DESIGN

## SENIOR LANDSCAPE DESIGNER JOB DESCRIPTION

Cite Design is seeking a full-time, experienced senior landscape designer to join our team for an in-person position at our Richmond, VA office. We are looking for an enthusiastic individual to provide superior design and technical skills to our design teams, and advance Cite Design's mission of creating inspired, intentional places.

### Responsibilities

#### Essential Duties and Responsibilities

- Produce project work – including but not limited to:
  - Contribute to all aspects of project development including research & site analyses, conceptual design, design development, renderings, construction documents, technical details, and construction administration
  - Prepare and assemble conceptual plans and presentation graphics, with an emphasis on 3D graphic models
  - Prepare and assemble submission sets for approval
- Support project development by assisting with communication between clients and consultants as supervised by Project Manager
- Assist and attend consultant meetings and client presentations
- Attend site visits and coordinate electronic documentation
- Maintain files and project organization – including taking detailed meeting notes and proper storage of digital and physical project assets
- Provide support and production on multiple projects concurrently
- Assist Project Manager in training of Designers by providing coaching to Designer on project specific tasks
- Maintain code and submission fluency and a strong working knowledge of current industry standards
- Assist Project Manager with other project related tasks

### Qualifications

- Degree in Landscape Architecture (undergraduate or graduate)
- Minimum 3-5 years related experience in a professional firm or design studio environment
- Excellent design skills and aesthetic sensibilities
- Strong written and graphic communication skills
- Ability to prepare clear, concise hand drawn and/or digital graphics
- Attention to detail and organization
- Knowledge of construction methods and materials & local plants and growth characteristics
- Ability to take direction and work within a team
- Proficiency in AutoCAD, Adobe Creative Cloud apps, with emphasis on SketchUp (or other 3D)

### Desired qualifications:

- Licensed Professional Landscape Architect
- Experience preparing landscape construction documents and specifications
- Site sustainability and other technical knowledge
- Excellent problem solving and critical thinking skills
- Ability to take initiative and investigate potential design solutions
- Strong design intuition and creative talent
- Effective time management skills and the ability to prioritize tasks, manage multiple projects, and meet competing project deadlines
- Sense of accountability

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### About Cite Design

Cite Design is a landscape architecture, planning, and urban design studio committed to creating inspired, intentional places. Cite Design works collaboratively with our broad range of clients including municipalities, institutions, architects, and developers to create places where people can socialize, learn, and grow.

We offer a friendly and collaborative work environment within an open-plan office working alongside other members of our team including landscape architects and designers. Please note, this is *not* a remote position. Compensation is commensurate with experience and skills.

To apply, please submit a cover letter, resume, and portfolio (PDF format) to [apply@cite-design.com](mailto:apply@cite-design.com).

**Position is available until filled.**

*All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship, age, disability, protected veteran status, or any other characteristic protected by law.*