



VANDEWALLE & ASSOCIATES INC.

POSITION DESCRIPTION
Assistant Designer
Vandewalle & Associates
Madison, Wisconsin

Our mission driven planning, design, and economic development firm is seeking an Assistant Designer to assist project managers on a wide range of projects redevelopment projects, mixed-use developments, traditional neighborhoods, community planning, site analysis/design, and landscape architecture for both public and private clients.

We are one of the largest independent planning and design firms in the Midwest, with offices in Madison and Milwaukee, Wisconsin. Over the past 40+ years, Vandewalle & Associates has assembled a team of experts in the art of shaping Midwestern communities. We are passionate about helping our clients and communities meet the challenges of our future, and the right candidate will share this enthusiasm and embrace the tremendous opportunity to both learn from and contribute to this exceptional team.

This position will be based in our Madison office, with flexibility to work remotely within the general Madison area once onboarding has been completed.

Responsibilities:

This position supports the work of several project managers on an evolving range of projects such as downtown and riverfront revitalization, brownfield redevelopment, neighborhood design, site planning, urban design, landscape architecture, and arts & interpretation. Preparation of analysis, site design, and presentation graphics for both public and private clients is a significant aspect of the position.

Applicants are encouraged to review our website at www.vandewalle.com for work examples.

Minimum Qualifications:

Requirements include a bachelor's degree in landscape architecture or a related field, with 0-4 years experience, knowledge and skills in the principles & practices of planning and urban design. The position with the opportunity to quickly grow professionally while being mentored by our team, requires a highly organized, flexible individual who can think on their feet, receive

direction from several project managers, and work independently on wide range of projects. Excellent time management and interpersonal skills are essential in addition to:

- Ability to learn quickly and shift between new projects and design opportunities
- Outgoing, client-focused, and creative personality
- Excellent design skills
- Adobe Suite skills
- AutoCAD experience
- Good Hand-drawn graphics
- SketchUp or other 3D software skills
- Experience in Lumion is a plus
- MS Words/Excel/Power point
- Occasional night meeting availability
- Public presentation experience

This position is full-time, with a competitive salary and benefit package, with anticipated start date is June 1, 2023.

How to Apply:

For stronger consideration, resumes, portfolios (10 MB or less) and cover letters should be emailed by Monday, March 20, 2023 to Nonna Anderson, Business Manager: nanderson@vandewalle.com.

Vandewalle & Associates stands in solidarity with voices against racism, supports diversity and inclusion, and strives for social and economic justice. Our team of experts in economic development, planning, and design is nationally recognized for the integrity and impact of our work with communities, neighborhoods, institutions, organizations, and companies to make positive change happen. Moore information on the company can be found at www.vandewalle.com.

Vandewalle & Associates is an Equal Opportunity Employer.