

## **QUALIFICATIONS FOR DWY ASSOCIATE/PROJECT MANAGER POSITION**

Located in downtown Sarasota – renowned for its mid-century modern architecture and beautiful beaches – DWY Landscape Architects is a design-focused studio looking for the right person to join our team.

DWY is seeking a candidate for the position of Design Associate Associate/Project Manager. If you are passionate about modern design, the architecture of tropical outdoor spaces, and the collaborative process inherent to the profession of Landscape Architecture, please review the listed minimum qualifications and submit information noted below to [krystyna@dwyla.com](mailto:krystyna@dwyla.com) with the subject line “DWY Associate Application\_Firstname Lastname.”

### **Minimum qualifications include:**

- Bachelor of Landscape Architecture or equivalent professional design degree
- Min. of three to six years professional experience in a small to mid-size design firm
- Proficiency in AutoCad, Adobe Creative Suite, SketchUp, Microsoft Office Suite
- Experience with jurisdictional code and design guideline interpretation and application
- Experience with jurisdictional permitting and HOA review processes
- Excellent written and verbal communications skills
- Experience with Revit, Rhino & other BIM software applications a plus
- Familiarity with the tropical and sub-tropical landscape a strong plus

### **Required Application Documents**

- Cover letter / letter of introduction
- Professional reference w/ contact information
- Resume of professional and academic qualifications
- Portfolio of work representing academic and professional work (attachment no greater than 10 MB, or link to online portfolio)
- Link to personal/professional website (*if applicable*)

### **Day-to-Day Tasks May Include**

- Working with the Principal and/or Senior Associate to develop and coordinate projects from the Schematic Design Phase through Construction Document production
- Assisting with general office tasks
- Assisting with the development of marketing and social media materials
- Project management of small projects
  - Attending project meetings and providing detailed notes for record & distribution
  - Coordinated with design professionals, contractors & other trades
  - Responding to jurisdictional and/or HOA review comments
  - Completing field reviews and associated field reports
- Communication & coordination with internal team, clients, and consultants
- Scheduling and coordination of multiple projects
- Maintaining project workflow and file structure

**More on DWY here:** [www.dwyla.com](http://www.dwyla.com)