

Consider Maine...

Come join our award-winning design studio!

Richardson & Associates is a small landscape architecture firm making a big impact on landscapes throughout New England and beyond. The firm is located just minutes from the ocean, mountains, and the beautiful city of Portland, Maine. We have an outstanding roster of high-quality projects currently in the office and on the horizon, and are seeking talented individuals to become an integral part of our growing team.

Richardson & Associates fosters a collaborative work environment that encourages design excellence, quality, and innovation. Our projects are diverse in scale, dynamic in range, and typically include working on integrated teams with a variety of like-minded allied professionals in many fields.

The office's portfolio includes a diverse range of high quality, design focused projects in the private, public, and non-profit sectors. Project types include recreational, parks, trails, urban, institutional, streetscapes, historic, college/university, museums, civic, community/downtown, brownfields, and residential projects. The majority the firm's distinctive residential work occurs on the state's rugged coast and islands as well as within the mountains and alongside the lakes of the state's interior.

Experienced Project Manager Applicants should have a minimum of four years of project management experience, with excellent communication and time management skills. Applicants are expected to contribute to all phases of projects, from their inception through to their completion. This includes proposal writing, budgeting, project coordination, planning, analysis, conceptual design, schematic design, permitting, design development, bidding administration, public speaking, report writing, and permitting, as well as construction documentation and administration. Applicant should have interest in a very hands-on design process including playing an active role with clients, other team members, and contractors.

A proven track record of managing, coordinating, and collaborating with clients, consultants, contractors, and internal team members is a high priority for this position. As well, applicants should have experience with, and enjoy, working on multiple projects across a wide spectrum of types, sizes, and tasks. Experience with larger scale residential projects is strongly preferred.

Candidates should demonstrate a high degree of competency in areas of design and have excellent written, graphic (hand and computer), computer, and technical skills. Proficiencies in AutoCAD, Microsoft Office, Adobe Creative Suite, and SketchUp (and/or other 3-D modeling software) is required.

This individual must be a team player, have strong organizational, time-management, and communication skills, and be comfortable managing a diversity of tasks. The successful candidate will be self-motivated, articulate, and willing to take initiative.

Project Assistant Applicants should have a minimum of two years of professional office experience. This individual must be a team player, have strong organizational, time-management, and multi-tasking skills, and be comfortable working on a diversity of tasks. The successful candidate should be self-motivated, have a desire to learn, and a willingness to take initiative. Proficiencies in AutoCAD, Microsoft Office, Adobe Creative Suite, and SketchUp/3D Modelling Software are required. The candidate is expected to fill a diversity of support roles under the guidance of Project Managers and the Principal. *This is an excellent learning opportunity with growth potential within the firm for the right candidate.*

Both positions offer a competitive compensation package which includes medical benefits, retirement plan (employer match at 3%), and a relocation allowance. If you believe you may be the right fit for our team, we'd love to hear from you. Feel free to call us to inquire about these positions or if you are interested in learning more about the firm and the work we do.

To apply please send a letter of interest, resume, and work samples to:

Taylor Erwin, Office Manager
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