**Entry-Level Urban Designer/Planner**

**Town Planning & Urban Design Collaborative: Nashville**

**OVERVIEW**

Town Planning & Urban Design Collaborative is seeking an amazing entry-level urban designer/planner to join our main office outside Nashville, Tennessee.  If selected to fill this important position, your primary responsibilities will be assisting in the completion of project tasks and deliverables, by working on planning studies, producing planning related graphics and documents, gathering background information and data, and providing administrative support related to project tasks and TPUDC office management.  Additionally, you will join the team on charrettes public engagement events around the country to provide planning and production support. You will be working directly with the Principal and Directors of TPUDC, who will provide oversight, guidance and training to develop your skills as a planner and value to the team.

**THE FIRM**

Town Planning & Urban Design Collaborative (TPUDC) is a national multi-disciplinary firm that specializes in urban design, zoning and land use regulations, comprehensive planning and public outreach and engagement.  We work exclusively on projects that emphasize walkable, compact, diverse, mixed-use, pedestrian-friendly environments and memorable places that withstand the test of time.  We have worked with towns, cities, counties, developers, and non-profit organizations from coast to coast.  At any given time, we have projects underway in several different states, giving our team members opportunities to travel and work in new cities. TPUDC is based on a model of collaboration, not only among the members of our team, but with our clients and the communities in which we work.  We believe that the cross-pollination of ideas yields holistic, innovative and effective solutions to planning issues.

Our office is located in historic Downtown Franklin, Tennessee, 20 minutes from Nashville, a living laboratory of traditional urbanism that is consistently named one of the top small towns in the country. We are within walking distance of a wide variety of locally-owned restaurants and retail shops perfect for lunch meetings or after-work strolls.  Our office is in the 181-year-old Kenneday House on Fifth Avenue, part of a downtown walking tour that includes a number of historic homes, churches and pre-Civil War era buildings.

**THE JOB**

As a member of the TPUDC team, you will contribute your own skills and knowledge to a variety of projects, including:

       Site planning and urban design;

       Comprehensive planning;

       Municipal master plans and strategic plans;

       Creation of Form-Based Codes;

       Graphic design and document production;

       Marketing and outreach;

       Research and development;

       Administrative support.

**YOUR RESPONSIBILITIES**

Responsibilities will include:

       Planning and Urban Design;

       Production of project graphics and documents using a variety of techniques and media;

       Production of 2D plans and 3D models and renderings;

       Researching and analyzing project information and background documents, including data collection and basic market analysis;

       Assisting in the development and execution of public outreach and engagement plans and activities;

       Writing comprehensive and master plan document text;

       Assisting in the writing and editing of zoning codes and ordinances;

       Managing project and company social media outlets including Facebook, Twitter, project and TPUDC website(s);

       Printing, binding, and shipping TPUDC documents (valid driver’s license and good driving record is a must);

       Finding and preparing project proposals (RFP, RFQ, etc.);

       Assisting in the development of project and document templates;

       Assisting in the development of new products and services;

       Maintain excellent customer service and business relationships by communicating in a clear and timely manner with clients, consultants, and other team members;

       Providing on-time delivery of project deliverables and ensuring that deadlines are met

       Conducting research relevant to the pursuit of excellence and innovation to help keep TPUDC on the cutting edge of the planning profession;

       Marketing and enhancing the name recognition and reputation of TPUDC by attending and participating in events, expanding our network of contacts, and fostering new project opportunities;

       Contributing new ideas and critical thinking to all TPUDC projects;

       Providing administrative support to the TPUDC team, including ordering supplies, managing the TPUDC library, organizing files and project materials, coordinating meetings and events; and maintaining an organized and welcoming office space.

       Any and all other work necessary to meet and exceed the expectations of TPUDC Principals, Directors and Clients.

In addition to these responsibilities, you will also have the opportunity to develop TPUDC’s capacity to undertake projects and offer services in your areas of passion, expertise and interest.  The list of services we provide to our clients is ever-expanding, because we like to bring on team members with different knowledge and skills than our own. We’re looking for someone who is self-motivated, proactive, sound thinking, innovative, asks questions, looks for answers, and demonstrates interest and curiosity about planning-related topics.  We’re looking for someone who can not only keep up, but can be one step ahead!

TPUDC works on a number of different projects simultaneously, from year-long city coding projects to weekend design workshops.  We pride ourselves on our ability to roll with the punches when it comes to client demands and changes in project scope, which often means operating on tight deadlines with short turn-arounds.  We are a family-oriented team that values dinners at home and weekend adventures, but also understands the importance of the occasional all-nighter or Saturday in the office.  Flexibility and balance are key!  In addition, we are a small office that works closely together to accomplish tasks and undertake projects.  Strong planning and urban design skills, attention to detail, excellent organization and oral and written communication skills are a must, as are the ability to problem-solve, work as a team, shift gears, multi-task, and function in bustling open studio environment with an office dog.

**THE DETAILS**

Proficiency in the following programs is a must:

       MS Office, including Word, Excel, Outlook, and Power Point

       Adobe Creative Suite, including InDesign, Illustrator, and Photoshop.

       SketchUp

       AutoCAD

Bonus points if you know:

       GIS (preferably Arc-GIS software)

       Photorealistic rendering techniques & programs

       Project Management software like Microsoft Project

       Prezi

Required Experience:

       Bachelor’s Degree or higher in Urban Design or Planning, Architecture, Landscape Architecture, or a related field.

       1-3 years of professional working experience (internships count)

**TO APPLY**

Send us a cover letter, resume and most importantly a beautiful portfolio to [info@tpudc.com](mailto:info@tpudc.com).