Job Information

Job Title: Intermediate Urban Planner/Designer

Organization Name: Sargent Town Planning

Job Location: Downtown Los Angeles

Your Information

Your Name: David Sargent

Your E-mail: careers@sargenttownplanning.com

**Sargent Town Planning** is a mission-driven, client-centered urban planning and design firm, focused on making pedestrian- and transit-oriented neighborhoods, districts, corridors, towns and cities. To sustain and accelerate our growth, we are adding to our core team an experienced urban planner/designer, with strong communication, design and document preparation capabilities and experience. Our clientele includes municipalities, master developers and land owners who are committed to building (and rebuilding) sustainable urban places that generate and retain long-term value. Our work typically includes vision plans, specific plans, general plans, form-based codes, design guidelines, and complete streets and public realm master plans, punctuated by a variety of unusual design assignments from our repeat clients to help keep us on our toes. Our downtown Los Angeles studio is a collaborative and energetic environment that we share with several other firms in allied disciplines. For more information please visit our website at [www.SargentTownPlanning.com](http://www.SargentTownPlanning.com).

**Job Description:** Responsibilities of this position include contributing to urban designs and plans, working closely with our senior staff, coordinating with sub-consultants and other multi-disciplinary team members, and directing the preparation of specific plans, development codes, public realm designs, and design guidelines. As a key member of our small core team, this person’s responsibilities will also include contributing to promotional and marketing documents and activities, and to public outreach and engagement. This is a full-time position with benefits, salary and profit-sharing commensurate with experience, capability and performance. Benefits include fully paid medical, vision and long-term disability insurance, and paid vacation and sick leave.

**Required Experience / Skills / Education:** This position requires professional experience and capability in preparing master plans, specific plans, vision-based (form-based) development standards and design guidelines, and a good understanding of the connection between urban design, planning and place-making. The ideal candidate will possess all or most of the following experience and demonstrated capabilities:

* A bachelor’s or master’s degree in urban design, city planning, architecture or landscape architecture;
* 3-7 years professional experience (at least some California experience is preferred);
* Strong writing, verbal communication and collaboration skills;
* A keen design sense, including urban, and graphic design;
* Good ability to organize information and work independently, in particular production management of complex and graphically oriented plans, codes and reports;
* Expertise in document creation and coordination using Adobe Creative Suite applications, particularly InDesign and Illustrator;
* Hand drawing, SketchUp, AutoCAD and GIS capabilities are preferred,
* Experience preparing proposals and promotional presentations is desirable.

**Application Instructions:** If you are interested in joining our team, please submit a cover letter, resume, and portfolio to [careers@sargenttownplanning.com](mailto:careers@sargenttownplanning.com). If you have skills, experience or qualifications other than those listed above that may be of interest to us, please describe them in your cover letter or resume. Sargent Town Planning is an Equal Opportunity Employer committed to a diversified workforce. Selection is based on merit without regard to race, ethnicity, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status, or other differences.