

JZMK Partners is a dynamic and award winning international Architectural and Urban Planning firm that has a 55-year reputation based on the premise that design solutions should be creative, inspirational, and provide long term value. Using collaborative processes and new innovative modeling technologies; we develop timeless, environmentally sensitive and cost-effective solutions, fashioning us as one of the most respected and sought-after Architectural and Urban Planning firms in the global marketplace today. The firm's influence and geographic project experience spans globally from the United States to over fifteen countries worldwide.

OUR MISSION

With a fusion of inspired people and dynamic processes, JZMK Partners addresses client and community needs with planning and design solutions that are contextual, innovative, current and sustainable.

OUR CORE VALUES

Mutual Respect
Creative Energy
Spirit of Partnership
Do the Right Thing
Community Service

OUR VISION

JZMK Partners' vision is to contribute to humanity by creating sustainable and inspirational places.

BUILD YOUR POTENTIAL

We offer exciting opportunities to contribute to a firm dedicated to architectural design, planning and future technologies. We implement a "horizontal" team structure, and favor an open and collaborative work environment that nurtures professional growth and empowers our team. We feel strongly that employee opportunities and growth potential are great at JZMK Partners.

AVAILABLE POSITIONS

Evaluation of candidates for positions shall be based on in-office interviews, work presented, possible skill level test and professional references. To apply, provide an electronic cover letter and resume to careers@jzmkpartners.com. A portfolio will be required during in-office interview. JZMK will respond to candidates via email we believe match our available positions and requirements.

PLANNING STUDIO MANAGER

The Studio Manager Position is responsible for coordinating directly with the Planning Director to assist in all phases of site planning and master plan community development. The Studio Manager is directly involved with coordination of project budgeting and staff management to provide plans and solutions for a variety of urban infill, master plan community, mixed use development, senior community, and resort community projects. The work is inspirational and high paced within a highly creative and collaborative solution-based environment.

- Coordinate with the Planning Director in planning, design, execution, monitoring, communication, controlling, and closure of projects.
- Responsible for establishing staff scheduling and management for new projects and additional service requests. Responsible for a clear understanding of the scope of work and time to complete.
- Provides a lead role in the coordination of determined planning projects with clients, jurisdictions, and consultants. Will lead a team of Intermediate and Junior level planners.
- Responsible for coordination and development of Community Design Guidelines, consultant coordination, related plans and graphics, text, and composition.
- Promotes and expands the use of various software platforms as tools in the development of the planning documents. Introduces new procedures to the Planning Studio to keep current with up-to-date techniques.
- Works with planning support staff as needed to ensure that deliverables are technically resolved to client's expectations. Responsible for quality control and producing planning documents in accordance with office standards, codes, and regulations.
- Provides mentoring, leadership and inspiration to Planning Staff. Maintains and assures positive morale. Meets informally as needed with Planning Director, to assure proper and positive communication.

REQUIRED SKILLS AND ABILITIES:

- Minimum of ten (10) years' experience with the planning of master plan communities, residential, mixed-use and urban infill projects with experience in project management, client/consultant contact, and project workshop experience.
- Strong software proficiency and skills in digital project development. Proficiency in CAD required. with high proficiency in Sketchup, Photo-Shop, In-Design and Graphic Production desired.

- Must possess a thorough knowledge of planning and zoning codes for all project sizes and types that the firm plans. Familiarity and knowledge of General Plans, Specific Plans, Design Guidelines, and Planning related documents is beneficial.
- Highly organized, detail-driven, and conscientious with ability to work in a collaborative team environment. Must possess demonstrated leadership experience and effective communication skills (both verbally and writing).

APPLICANT REQUIREMENTS:

- Minimum of Bachelor of Planning (4-year) or Bachelor of Landscape Architecture (4-year)
- Membership in APA, AICP, ASLA, LEED Accreditation is preferred but not required.

JZMK OFFERS:

- Great benefits that include medical, dental, vision and FSA,
- Paid holidays, personal sick and vacation time,
- 401(k),
- JZMK professional development opportunities including; Architectural licensure support and reimbursement, career path and mentoring support, and continuing education (lunch & learn) opportunities,
- Monthly staff lunches and regular Happy Hours,
- JZMK is located in the energetic South Coast Metro District of Orange County that offers a dense mix of commercial, residential and retail developments. We are free-way adjacent and in close proximity to John Wayne Airport, the beach, sports, and cultural centers.

APPLICANTS CAN SUBMIT A COVER LETTER AND RESUME TO CAREERS@JZMKPARTNERS.COM