



Job Description

Assistant Garden Designer
Full time position

Location: Bath, UK

Based at: Arne Maynard Garden Design, Gallaway House, 3 North Parade Buildings Bath BA1 1NS
(with some remote working as required)

Salary: £tbc per annum (negotiable)

Main purpose of job

The Assistant Garden Designer will support the studio's senior designers to deliver a range of private landscape projects in the UK, USA and Europe. Under the guidance of a team of senior garden designers, and working alongside the full team on various elements of garden design and project management, the post holder will help develop an exciting range of landscape projects.

Main duties & responsibilities

- Assist senior designers on all phases of project development with a focus on design development, adhering to agreed project schedule and workflow, and liaison with suppliers and contractors
- Support senior designers on project research and help to specify materials for construction including sourcing materials & samples
- Support senior designers in the production of design documents and project drawing sets, including support with final reviews before submitting to clients
- Attend site visits to document existing site conditions and track construction progress
- Assist in the preparation of graphical information for presentations, concept designs, detail designs and specification documents
- Assist the senior team with client liaison and represent the company in meetings when required
- Keep detailed records and information, including written notes, photographs and videos, in line with the company's project management system
- Attend training as required to support continued career development (AMGD will regularly assess and measure completion of tasks and provide training where needed)
- Regular feedback will be gathered from across the AMGD team to assist development

Professional skills required

- Excellent horticultural knowledge (equivalent of RHS Level 2 desired)
- Good graphic design skills including ability to hand sketch and utilise iPad Adobe Fresco/Sketch
- Strong and demonstrable flair for creative design
- A general understanding of what is involved in the construction of gardens
- Proficient in the following software:
 - Vectorworks 2D
 - Sketch-up 3D or Lumion

ARNE MAYNARD GARDEN DESIGN

Gallaway House, 3 North Parade Buildings, Bath, BA1 1NS
+44 (0)20 7689 8100 info@arnemaynard.com www.arnemaynard.com
Company Registration No. 6199430
VAT No. 930 301 279



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- Adobe Creative Suite
- Microsoft Office Package

Personal skills & attributes required

- Responsible, hard-working, self-motivated, and detail oriented
- Professional friendly demeanour, as well as excellent verbal and written skills
- Ability to work with senior designers in a collaborative studio environment
- Ability to take direction, including ability to pick up and manage design adjustments (redlines) provided by the Associate Designer and Principal Designer
- Strong time management, critical thinking and organisational skills
- Interest in gardening, with personal gardening experience desired

Health & Safety

- All staff will adhere to the current health and safety policy within the company and, as appropriate to their role, adopt and adhere to the established risk assessment procedures
- All staff have a responsibility to ensure their working environment is healthy and safe and that staff and volunteers for whom they are responsible are not placed at risk

AMGD offers a comprehensive package of employee benefits.

Last revision: 08 February 2022

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