



Senior Associate

About the Firm

MUSE Community + Design (MUSE), is an innovative and award-winning urban planning firm founded in 2014. The office is located in the Bucktown neighborhood of Chicago. We help communities manage change by creating plans, processes, and policies to implement a shared vision. We believe our work is enhanced by diverse experiences and perspectives. We welcome applicants of all backgrounds and do not discriminate on the basis of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, or other characteristics.

Position Description

We are a busy and growing practice and seek to add an experienced and dynamic senior associate to our team to manage a variety of urban planning projects with a high degree of autonomy and technical acumen. Senior associates deliver high quality work on time and on budget and help the firm maintain client relationships. Senior associates are responsible for quality control of all deliverables, managing project teams both internally and externally, and managing processes and documents.

Approximately 85-90% of the work will be in support of client-based projects; 10-15% of the work will be dedicated to the preparation of proposals and firm initiatives. We offer a generous benefit package and are committed to a high quality of work-life balance.

The ideal candidate will:

- Have a demonstrated commitment to equity, diversity, and inclusion
- Have a passion for working with neighborhoods and communities
- Enjoy working on projects they haven't done before and doing things in new ways
- Be a creative thinker and problem-solver
- Have excellent interpersonal and communication skills (written, verbal, and graphic)
- Take ownership over their work by making recommendations, building consensus, and charting a path forward
- Be able to work independently and bring others in as needed to advance projects
- Have comfort managing multiple projects in a fast-paced environment
- Have experience managing comprehensive plans, corridor studies, or other related planning initiatives

The position is full-time and will be based at our office in Bucktown. Some night and weekend meetings are required. The starting salary is \$80,000 - \$100,000 DOQ. Benefits include company health insurance, a monthly transit pass, matching retirement contributions, a combination of in-person and remote work, 11 paid holidays, sick and vacation paid time off.

Qualifications and Skills

- Experience in one or more of the following technical areas: mapping, data analysis, zoning, urban design
- Proficiency with MS Office, in particular Word and Excel required
- Proficiency in Adobe Creative Cloud desired
- Demonstrated ability to manage project teams, deliverables, and budgets
- Bachelor's degree in urban planning, landscape architecture, public policy or related field (or a combination of education and/or training and/or experience which provides equivalent background sufficient to perform the position duties)
- 6-10+ years professional work experience
- Prior consulting experience required

How to Apply

Please send a cover letter, resume, three (3) professional references, and up to three (3) work samples (of which you are the primary author/creator) to Katrina Balog at katrina@musecommunitydesign.com with "Senior Associate Position" in the subject line. The position will remain open until filled.

No phone calls, please.