



CAPITOL AREA ARCHITECTURAL AND PLANNING BOARD

CAAPB

**CAPITOL AREA ARCHITECTURE AND PLANNING BOARD
(CAAPB)**

Spring Fellow Position
Open for Application March 7-20, 2017

Purpose:

Assist CAAPB's Principal Planner in developing both preliminary content *and* underlying graphic design standards for the *Comprehensive Plan for the Minnesota State Capitol Area ('Comprehensive Plan')* during its early stages of development.

This is a three month fellowship that will provide the appointed fellow with an opportunity to apply graphic design and planning skills to a long range district-scale planning project, and introduce the fellow to work in the public sector for a State Board.

Project:

The fellow will assist in tasks and duties during the development of the *Comprehensive Plan*. This includes developing planning graphics and text for use in the *Comprehensive Plan*, working with the Principal Planner and Executive Secretary as necessary to plan tasks, attending meetings in Capitol and Capitol area relevant to development of the *Comprehensive Plan*, and develop graphic design standards and chapter and page templates using InDesign software.

Based on availability of the fellow and on opportunities that arise at the CAAPB, the appointed fellow may work on additional projects as assigned.

Qualifications

Candidates will have a minimum of one year of work experience, coursework or internships that demonstrate experience and proficiency in:

- Graphic design and layout of illustrative planning policy documents (*such as district, sector, campus or neighborhood master plans or small area plans; technical studies; or comprehensive plans; ecological reports; environmental studies; or related*)
- Adobe InDesign software

The *ideal* candidate will also carry experience in many of the following:

- Strong collaboration skills
- Ability to write and communicate information in a way that is clear and accessible to all audiences
- Research and development of annotated policy text referencing multiple sources
- Creation of maps and illustrative planning graphics, tables and diagrams
- Photography, the editing/cropping of images and photography
- Software: Google Earth, Microsoft Office Suite, Adobe Acrobat, Adobe InDesign and SketchUp Pro and SketchUp Layout
- Urban design best practices
- Streetscape and public space planning and design practices
- Sustainable land use planning and building design best practices
- Travel demand management and mobility planning best practices

Internship Details:

- Approximately 10-20 hours per week during normal work hours. Specific work schedule can be flexible to accommodate fellow's other commitments.
- Fellowship will run from April through June.
- Fellow will be paid \$18.66 per hour.

How to Apply

Job Opening ID: 11932
 Spring Fellow (Planner)
 State of Minnesota
 Saint Paul

1. For more information about this job opening go to www.mn.gov/careers or to Self Service if you are a current State of Minnesota employee.
2. On the Job Search page enter the Job Opening ID number in the Keywords search box and click Search.
3. Click on the Job Title to view the job posting.
4. If interested, click Apply.

Note: If you are unable to find the job opening it may no longer be posted or is only available to current State of Minnesota employees.

For assistance, contact the Job Information Line at: 651.259.3637