

MARKETING COORDINATOR



STUDIO MA

ARCHITECTURE & ENVIRONMENTAL DESIGN

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STUDIOMA.COM

STUDIO MA, an award-winning architecture and environmental design firm, seeks a marketing coordinator for its Phoenix office. The marketing coordinator plays a vital role in creating the means and materials to cultivate and frame our firm's value to prospective clients. The successful candidate will approach the role as complementary to our architectural and design staff to develop engaging and refined content that conveys the firm's image and objectives in a meaningful way. Responsibilities include proposal and marketing material production, website and social media upkeep, and support to the firm's business development and public relations activities. Much of this work is produced on deadline, with overlapping concurrent projects. The ability and desire to create content-rich, graphically- beautiful storytelling that differentiates Studio Ma in the marketplace is a must.

Our ideal candidate is a creative self-starting professional who possesses strong writing and organizational skills and experience producing polished marketing proposals and other collateral. Those interested in this role must enjoy the blend of a fast pace and ambition within a small firm culture, and above all else, a love of architecture and design should drive one's daily work in this role.

EDUCATION + EXPERIENCE

- 3-5 years professional experience (marketing, communications)
- Degree in marketing or related field
- Social Media and Website content management
- Exceptional writing and storytelling ability
- Knowledge of architecture and environmental design
- Experience in business development and outreach efforts



SKILLS + QUALIFICATIONS

- Strong creative vision and graphic sensibility
- Ability to communicate clearly and effectively with all levels of internal staff and clients
- Strong interpersonal, problem solving and organizational skills with the ability to work in a team-based environment
- Proven skills in digital storytelling through content, graphics, photography and infographics
- Ability to generate and oversee production of proposals and other complex collateral
- Experience managing social media and email campaigns
- Advanced proficiency with Adobe Creative Suite, Microsoft Office suite, and Wordpress or similar
- Ability to work independently and contend with frequently changing priorities and deadlines
- Demonstrates professionalism, discretion, and confidentiality in dealing with a variety of clients, consultants and vendors
- Capabilities: Multi-tasking, performing under tight deadlines, problem solver, attention to detail, and organized.
- Personality Traits: Persistent, optimistic, service-oriented, can-do attitude, initiative, honest, and responsible
- Desire to grow within the firm and further develop marketing/ business development team

This is a fulltime position. Studio Ma offers a competitive compensation package, including paid time off, health, disability, and 401(K) plans.

Recognized as an AIA Firm of the Year, STUDIO MA (www.studioma.com) is an internationally recognized architecture firm that designs inspiring environments for all. Guided by holistic perspective, deep expertise, and shared passion, the studio creates the balance of joy within and function throughout. Our guiding principles include sustainability at any scale, true resiliency, and advocacy and value for all. We lead through partnerships, always seeking to create forward-looking environments that inspire culture, communities, and transformation at any scale.

Together with forward-thinking clients, we transform ideas into significant spaces that create lasting connections between people and places. Founded in Phoenix, Arizona in 2003, Studio Ma's three principals, Christiana Moss, Christopher Alt, and Tim Keil foster a creative and growing practice centered in the essence of the desert southwest.

We hold ourselves and each other to high professional standards while enjoying opportunities that life gives us. We are a growing practice, more laterally organized, where we encourage and

foster ownership. Our clients include prominent colleges and universities, museums and cultural institutions, developers and innovative individuals. We are one of 16 national firms awarded international work with the US Department of State. Studio Ma is a woman-owned business seeking more diversity as we grow.

To Apply:

Please submit resume, portfolio and cover letter outlining your suitability for the role to jobs@studioma.com with 'Marketing Coordinator' in the subject line. Please do not send attachments exceeding 4 MB. Responses without cover letter will be discarded without review. No phone calls or visits, please.

