

POSITION: MARKETING ASSISTANT / DESIGNER

MONTALBA ARCHITECTS, INC., is a design-focused and high-service architectural practice based in Santa Monica, California with a satellite office in Lausanne, Switzerland. We pride ourselves in crafting great Architecture for diverse clientele. Our body of work consists of private residences, boutique retail stores, as well as hospitality and commercial projects, which vary widely in budget and scale.

Our LA office is centered within the Bergamot Station Art campus in Santa Monica; amongst art galleries and the newly opened Metro Expo line station. We have a studio-like atmosphere where individuals can focus, inspire and learn from each other. We are seeking individuals that are excited for challenges and dedicated to do great work with our team. We want to hire people that have high expectations of themselves and have an ambition to be challenged, enjoy working with great people and want to develop as part of a team.

GENERAL REQUIREMENTS

- Completion of BArch or MArch and/or Bachelor's Degree in Journalism, Marketing, Communications, or Graphic Design
- Minimum of 1-6 years of relevant work experience in an architectural office
- Ability to work well and self-motivate in a collaborative team environment
- Enthusiasm to accommodate various shifting schedules, project demands, and deadlines
- Mac OS X experience preferred
- Excellent written and verbal skills required (grammar, technical writing/editing, information gathering, research, etc.)
- Flexible, organized, and responsible self-starter who enjoys a dynamic, team atmosphere and is able to work with, and take direction from, multiple levels of professional staff with differing professional styles
- Strong attention to detail and the ability to organize complex content
- Proficient with Microsoft Word, Outlook, Excel, Power Point and Adobe Suite (especially Photoshop, Illustrator and InDesign)
- Graphic design knowledge
- AutoCad & Sketchup experience preferred
- Fluent in French, Spanish or other languages is preferred

PROJECT REQUIREMENTS

This pivotal team member is responsible for supporting a dynamic marketing team as well as assisting on different project teams in a fast-paced environment. The primary responsibilities for this position include:

- Compile and maintain a master working document for All Projects archive

- Monitor social media and alerts for MA updates – Twitter, Instagram, LinkedIn, web, etc.
- Website upkeep, including: formatting images and project information for newly completed work, news items and company or staff recognition.
- Editing and formatting project photography for various uses, including website, press, etc.
- Prepare and research marketing awards submissions including all forms and technical requirements.
- Assist in the preparation and development of firm collateral and presentations.
- Assist in coordinating project photo shoots as needed.
- Oversee tracking and distribution of marketing collateral.
- Research, assist and facilitate annual holiday gift and card distribution.

This full-time, salaried position is available immediately. We provide a competitive salary and a generous benefits package. We support growth within the office and encourage professional development. A successful candidate should have a strong interest in retail and residential work and a desire to grow quickly in knowledge and responsibility. With projects across the United States and throughout Europe, potential candidates must be able to travel and be actively engaged with projects outside of our California office.

No Phone Calls Please. Responding to this posting via Archinect is preferred over emailing us your portfolio. If you must email your portfolio, please do so at jobs@montalbaarchitects.com. Limit File Size to Under 5MB, Please.

Montalba Architects, Inc. will review all submitted work and contact selected candidates for an interview.