



## MARKETING + COMMUNICATIONS | GRAPHIC DESIGNER

### SUMMARY

This person is highly motivated, has a strong sense of design and is a team player with strong communication, organization, and problem-solving skills. They will have graduated from a recognized University program with a degree in architecture, graphic design or related field coupled with a minimum of 5 years' experience in the Architecture industry. This person has excellent graphic visualization skills and will be leading the preparation and delivery of proposals, marketing initiative, social media and graphic presentations in consultation with Principals in both the Edmonton and Calgary studio.

This person to have in depth knowledge of architectural practice including report writing, producing presentation materials, proposals, social media and various marketing initiatives. They will be responsible for creating highly competitive creative proposals and marketing material and completing them under strict deadlines.

### POSITION OVERVIEW

- Lead and prepare proposals, qualifications, packages and presentations for prospective clients.
- Drafting, editing, organizing and proofing various marketing collateral, proposals, resumes etc.
- Creating/managing templates and boilerplate.
- Creates graphic content, (diagrams, iconography, etc.) detailed drawings for presentation and construction.
- Maintaining marketing and graphics library.
- Scheduling and tracking production of proposals/qualifications packages to meet deadlines and assisting in production efforts.
- Supporting sector- or discipline-specific graphics initiatives, as required.
- Maintaining branding and graphics standards.
- Support project leaders with 3d visualization in house or third-party engagement.
- Organize social media (Instagram and LinkedIn) strategy / management.
- Engage, budget and manage project photography list.
- Maintaining and updating website.
- Construction signage coordination.
- Performing support and/or administrative tasks, as required.

### CHARACTERISTICS & SKILLS

- Degree in architecture, graphic design or related field coupled with 5+ years of experience, in the Architecture / Engineering / Construction industry.
- Proficiency in the Adobe Creative Suite with InDesign, Photoshop and Illustrator is critical.
- Knowledge of corporate branding, print design and multi-media applications is required.
- Knowledge of construction documentation and specification techniques.
- Must possess design talent, creative energy and organizational skills.
- Ability to communicate effectively, both verbally and in writing.
- High level of creativity, innovative thinking and problem solving.
- Familiarity with the A/E/C industry including relevant trade organizations, publications, conference and events.
- Ability to self-manage project assignments from start to finish with minimal oversight.
- Technical production skills are necessary and require a demonstrated ability to effectively use database applications, Microsoft Office and the Adobe Creative Suite.

Please submit your cover letter and resume to\*:

**MTA** | Urban Design Architecture Interior Design  
310, 625 11 Avenue SW  
Calgary AB T2R 0E1

Attention: Claudia Schaaf  
Email: [claudias@mtalink.com](mailto:claudias@mtalink.com)

\*Electronic submissions are preferred