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## Marketing & Graphic Design Specialist

**Firm:** FBT Architects

**Position:** Marketing & Graphic Design Specialist, fulltime

**Compensation:** Depending on experience

We are seeking a talented Marketing Specialist with a focus in graphics. This creative self-starter will be a key part of our three-person Marketing Team who leads the efforts in creating and producing graphic materials for proposals, presentations, interviews, marketing collateral, firm website and social media. The ideal candidate can juggle multiple projects and pivot in a fast-paced (but fun!) work environment. This position works closely with other marketing team members in support of all business development, marketing and public relations efforts of the firm to produce outstanding results.

### Your Responsibilities/Expectations

- ✓ Design and produce materials required for all Public Relations, Business Development and firm initiatives
- ✓ Work with team to produce proposals, qualifications packages, presentations and all other digital print and promotional materials
- ✓ Help maintain and resource for marketing infrastructure including brand standards, firm fonts, project portfolios
- ✓ Maintain and update firm websites
- ✓ Develop content and graphics for website and social media channels
- ✓ Assist with planning and coordinating special events
- ✓ Collaborate with Marketing Department to brainstorm and execute various marketing campaigns
- ✓ Potential to work with project teams for graphics on architectural projects
- ✓ Maintenance of marketing graphics, photo/image library

### Your Skills & Experience

- ✓ **On Board:** We're looking for a team member who shares our passion for architecture and working in a collaborative environment.
- ✓ **Digitally Adept:** Expertise in applicable software and technologies [Adobe Creative Suite, Microsoft Office, etc. with a strong sense of information design].
- ✓ **Design-minded:** Design portfolio to illustrate visual design skills
- ✓ **Collaborative:** In addition to working together as a team, we collaborate daily with a wide variety of staff across the office.
- ✓ **Innovative:** We strike a balance between working efficiently and effectively, while always looking for ways to improve and rethink our processes and end products.
- ✓ **Enthusiastic:** Ability to take a project and run with it.
- ✓ **Agile:** Ours is a fast-paced and energizing environment. The ability to focus on multiple deadlines is an indispensable skill.
- ✓ **Experienced:** 1-4 years professional experience. Bachelor's degree in Graphic Design, Marketing, Communications or a related field is required.

### About FBT

FBT Architects, now in its 49<sup>th</sup> year, is a multi-disciplinary architectural firm headquartered in Albuquerque with offices in Colorado Springs, CO and Dallas, TX. We have a dynamic, talented core staff of architects and planners and designers. We seek to provide a challenging and rewarding work environment for all employees and encourage everyone to achieve their maximum potential. If you take pride in what you do and want to have fun in your professional life, contact us. We'd like to hear from you!

Please send cover letter, resume and work samples to Michele Carter @ [mc@fbtarch.com](mailto:mc@fbtarch.com)