

April 6, 2017

Graphic Designer / Proposal Support Specialist: Maternity Leave Contract

LOCATION

Toronto, Ontario, Canada

Moriyama & Teshima Architects (MTA) is a team of architects, planners and designers collaborating with clients to build inspiring and enduring spaces that transform communities and reinforce civic identity. The office offers services in architecture, master planning and urban design, interior design and program development. MTA's extensive portfolio of Canadian and international projects covers museums and art galleries, university buildings, schools, corporate and government headquarters, recreational facilities, libraries, restoration and renovation projects, and urban/campus planning. With a long-standing core of design traditions that continue to define the practice, our studio is made up of individuals who reflect the cultural diversity that defines our global present: a combination of industry leaders and young designers working together to design and deliver exceptional projects.

Our headquarters are in Toronto, with a second office in Ottawa.

While our work is primarily focused in Canada, we also complete significant projects internationally, particularly in the Middle East.

Learn more at www.mtarch.com

To be considered for this role, kindly send your cover letter and portfolio to employment@mtarch.com with the subject line "Graphic Designer/Proposal Support Specialist application"

We are seeking an experienced Graphic Designer / Proposal Support Specialist for a one-year maternity leave contract, with possibility of permanence.

The Graphic Designer plays an active role in proposal preparation, providing graphic design and other job related assistance. Manages document coordination and production to help support marketing initiatives. Assists management members in developing high quality proposal submissions, award submissions, and marketing material (media kits; corporate brochures etc.).

KEY RESPONSIBILITIES

Proposal Development:

- Assists in the proposal process to develop and prepare high quality submissions through the following activities:
 - Understanding of the specific requirements of any given proposal in order to effectively assemble document that is both compliant and cohesive while working graphically
 - Coordinates and collects content from Sub-Consultants when required
 - Designs layout using Adobe InDesign software
 - Coordinates proposal submission production and delivery
 - Provides interview preparation support, as required (PowerPoint, etc.)

Marketing/Business Development Collateral:

- Creates and maintains staff resumes
- Creates and maintains project descriptions for marketable projects.
- Assembles media kits
- Creates and maintains marketing material (brochures, presentations) as needed for both print and digital use
- Assembles and coordinates award submissions as per award parameters
- Fulfilling image requests internally and externally
- Management of Open Asset (image data bank)
- Creates and maintains content for website and social media; this includes copy for news items, assembling project assets (descriptions, stats, imagery, project sheets) as well as keeping up to date with upcoming office events/external media coverage in order to assemble social media/web content
- Other duties as may be required from time to time.

Overtime may be required from time to time in order to meet deadlines.

QUALIFICATIONS

- Graphic design and/or fine arts background with, ideally, proven training/education in Marketing Communications (or related degree)
- Minimum 5 years graphic design expertise
- Minimum 3 years experience in proposal development
- Excellent oral and written communication skills
- Superior project management ability
- Strong collaborator who can adapt readily to differing team dynamics
- Strong analytical ability with a logical approach to problem-solving
- Excellence in prioritization and multi-tasking within high pressured conditions
- Self-motivation with a high degree of initiative, flexibility, and creativity
- Advanced knowledge and expertise with Adobe Creative Suite.