

## **Architectural Firm Seeking Marketing Manager**

Taylor Hazell Architects is a dynamic and award-winning firm located in downtown Toronto. Our studio has an open, lively and collaborative environment. We have an immediate opportunity for an enthusiastic and talented individual to join our team as our full-time Marketing Manager.

### **Position Summary**

This position is an excellent opportunity for a creative and self-motivated person to provide a long-term contribution to the success of our practice.

The ideal candidate has enviable organizational, communication, written and graphic skills with a great eye for detail.

Strong initiative, ingenuity and a consultative nature are primary assets in the production of winning proposals and successful representation of the firm in other media. A mastery of Microsoft Office and Adobe Creative Suite (particularly InDesign and Illustrator) are essential for this position. A background in architecture and/or design, in the area of marketing and communications is an asset.

### **Position Responsibilities (Primary):**

- Manage RFP/RFQ pursuits
- Development and production of proposals, publications, news and award submissions with high quality written and graphic content
- Collaboration with staff and management to produce materials such as brochures, project photography etc.
- Business procurement planning with Partners and Associates to support short and long-term goals
- Management of our website and social media presence.

### **Position Responsibilities (Secondary):**

- Provide support for stakeholder engagement activities (consultations, public meetings)
- Provide graphic support for production architectural and heritage planning reports.

### **Necessary Skills and Qualifications:**

- Post-secondary education in communications and marketing
- Design field experience is an asset
- Minimum 3 years relevant experience in an office setting
- Technical aptitude with advanced abilities in Microsoft Office and Adobe Creative Suite (particularly InDesign and Illustrator)
- Well organized and self-motivated, with attention to detail
- Ability to manage multiple priorities and deadlines while maintaining the highest quality standards
- Experience in the preparation and coordination of proposals is an asset.

Interested parties may submit their application to [mail@taylorhazell.com](mailto:mail@taylorhazell.com).

We thank all applicants for their interest, however only those selected for an interview will be contacted.