



Marketing & Graphics Associate

Location: Brooklyn, NY

Posted: May 4, 2021

Type: Full-time

Overview

We are seeking a full-time Marketing & Graphics Associate to join our team starting May/June of 2021. The Marketing & Graphics Associate will work closely with the Marketing and Business Development team to primarily support the pursuit of new work across our Studio, Research, and Fabrication divisions. Through the development and maintenance of marketing materials to communicate our ideas, the Associate's role is key to the documentation and advocacy of our work, values, and culture.

Day-to-day, the person in this role will oversee both digital and printed materials for SITU, including portfolios, client presentations, the website, project proposals, event-based collateral, and content for social media channels. They will serve as the main point-person for processing and organizing project documentation (photographs, drawings, models, and publications) so that our visual assets are easily deployable for marketing initiatives. This person will also serve as the steward for maintaining SITU's brand guidelines, ensuring that our identity is creatively and consistently represented across our multidisciplinary outputs.

We offer great benefits, reasonable working hours, and the opportunity to support creative, thoughtful projects in a studio/shop environment. Benefits include health (including two fully paid options), dental, and vision insurance, life and long term disability insurance, company holidays, two weeks paid vacation, pregnancy/parental leave and subsidized CitiBike memberships.

About You

We don't know you yet, but we imagine that you have a broad set of interests and skills, and that you wouldn't be happy focusing on just one of them. You have been working in a marketing- or communications-related field for at least two years, possess a strong graphic design toolset and are looking for a company to get excited about.

At your core, you are a creative problem solver that knows how to apply their wide-ranging knowledge and skills to new and unfamiliar challenges. Your experiences have equipped you with a strong sense of storytelling, and you understand how to leverage design, branding, photo documentation and visual presentation in building a narrative that feels authentic, compelling and accessible to diverse audiences. You are passionate about expressing ideas that don't fit the mold, so you enjoy ideating and experimenting on the fly, but you also strive to systematize our workflows whenever appropriate. Overall, you are someone who is dedicated to producing good work, and you understand that supporting your team and knowing when to ask for help are both key to achieving that goal.

Qualifications

- Bachelor's degree or higher
- Minimum of 2 years of professional experience in Marketing/Communications/Graphic Design (experience in an AEC/design-related setting is a plus)
- A good sense of graphic design, photographic documentation, visual presentation and branding
- Advanced proficiency in Adobe InDesign, Illustrator and Photoshop, and Google Workspace tools (familiarity with Rhino and/or video editing software is a plus)
- Experience with managing websites, Mailchimp and social media

SITU

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- Demonstrated attention to detail and accuracy
 - Strong communication skills (clear and effective writing skills on design-related content is a plus)
 - Excellent organization, project management and time management skills in a fast-paced working environment
 - Ability to work both independently and collaboratively on teams
 - Must be eligible to work in the U.S.
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About Us

SITU was founded in 2005, in Brooklyn, New York, by four friends studying architecture at the Cooper Union. We've shaped our practice out of the multi-disciplinary style of our education, and have grown through clients who value a progressive approach to problem-solving. We now employ a staff of 35+ people.

Our process is client-specific, adaptive and driven by a diversity of deep knowledge, untethered from any stylistic or formal agenda. This allows us to work out of bounds, using new tools of architecture to generate unique outcomes.

Our practice is composed of three divisions—Studio, Research, and Fabrication—that work collaboratively while providing individual services. This keeps prototyping, research and development, and hands-on craft elemental to our creative process.

For more information about our practice, please visit our website at www.situ.nyc.

Application Instructions

Send a cover letter, resume, at least three relevant work samples, and three references—all combined into one pdf—to work@situ.nyc with the subject line, "Marketing & Graphics Associate."

SITU is committed to diversity, equity, and inclusivity in the workplace and beyond. We encourage all of our employees to bring their original, authentic, and multifaceted selves into the company. As an equal opportunity employer, we do not discriminate based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status. We highly encourage all qualified candidates to apply.