



Graphics Coordinator:

This is a position for a junior level designer looking for an opportunity to grow in a high energy design environment. Our firm is a national architectural practice with offices in Chicago and Palo Alto. Your responsibility will be to work directly with firm Principals assisting in the design and production of job proposal books, awards submittals and presentations as well as managing and maintaining the visual database of all current and past projects. You will also play a lead role in the redesign of the firm's website along with its maintenance. You will also work on projects, preparing reports and other job related publication and contributing design sensibility to our client's graphic needs.

- Adobe Create Suite proficiency with a particular strength in Adobe InDesign, Illustrator & Photoshop
- Knowledge of Microsoft Office programs with a particular strength in PowerPoint
- An interest in photography and the ability to manage an expansive library of architectural photography
- Strength in diagram design, page layout and photo manipulation
- Web design and website management
- Collaborative attitude and an interest in working with architects and/or architectural project managers on any number of different projects, simultaneously
- Deadline oriented
- Ability to work with vendors and your counterparts at the consulting firms with whom we collaborate on marketing and architectural design services
- Ability to handle sudden bursts of tight-deadline work, while also being capable of staying busy with long-term projects in down time between the more challenging schedules
- Habitually organized

To Applicants:

- Send only PDFs of the following material:
 - Cover letter with highlights of your professional experience
 - One page Resume – including current references
 - Four pages max of work samples
- Email Resumes to: careers at buildordie dot com
- No faxes or phone calls please.
- Visit our website at www.buildordie.com