Graphic Designer

KoningEizenberg is a Santa Monica based team of architects, planners and designers that actively engage social and physical context to make architecture that counts by amplifying opportunities hiding in plain sight. We are a collaborative team interested in growing our expertise and influence to shape sustainable neighborhood and community settings. We are looking for a motivated person to support the office in creating and maintaining graphic assets for branding and firm communication working in tandem with in-house marketing coordinator.

Primary Responsibilities

**Graphic Design**
- Offer creative input, fresh ideas and innovative concepts to each project
- Develop and manage the graphic design of all branded assets, including:
  - Brochures and other packages (print and digital)
  - Website
  - Client Presentations
  - E-Blasts and Mailings
  - Invitations
  - Event Promotional Items (Banners, Postcards, etc.)
  - Advertisements & Sponsorships
  - Social Media
  - Project Drawings and Diagrams
  - Lectures
  - Architecture Platforms

**Brand Stewardship**
- Monitor appearance of brand across all print and digital materials, ensuring consistency
- Maintain a high level of quality in all deliverables
- Provide creative editing and QA/QC on graphic materials
- Develop branded templates as needed for easy retrieval and customization
- Communicate branding ethos, asset locations on the server, etc. internally to the office
- Enforce consistency in colors, logo, and other elements in alignment with the firm’s brand guidelines
- Participate in weekly marketing meetings to communicate the status of ongoing graphics projects

**Pursuits**
- Develop graphic content for proposal and qualification packages and coordinate submissions
- QA/QC all pursuit materials from a design perspective
- Coordinate logistics of print production, including the management of local printers, as needed
- Produce, improve and/or tailor graphic solutions to proposal assets, including general layout, flow and typography.
- Other graphics for proposals and subsequent interviews include:
  - Covers and Tabs
  - Infographics, Charts, Illustrations
  - Schedules and matrices
  - Technical and Fee Proposal Document
  - Handouts, Boards
  - Packaged Graphics and “Leave Behinds”
Award Submissions
● Maintain an organized image library, with final project photography in various sizes and formats
● Prepare submission, gather information needed, and ensure timely delivery of final materials
● Maintain all firm photography assets, including project imagery from concept to completion and deliverable documents.

Lectures and Publications
● Develop with leadership graphic content for lectures and speaking engagements
● Develop graphic content for publications

Qualifications/Expectations
● Degree in Graphic Design, Visual Communications, Fine Art, or a related discipline
● Demonstrated knowledge and experience in the graphic design of marketing materials, preferably in the A/E/C industry
● Required proficiency in Adobe Creative Suite (InDesign, Photoshop, and Illustrator), MS Office (PowerPoint), G Suite (google slides, gmail, google docs and google sheets), Squarespace, and Mailchimp. Preferred proficiency in Rhino, SketchUp, and Revit.
● Demonstrated ability in the conceptual design, execution, tailoring, and production of graphic assets
● Ability to manage multiple deadlines, tasks and feedback sources
● Maintain common naming, filing, and organization structure in shared servers
● Strong oral and written communication skills with consistency on tight deadlines

Submission Requirements
● Please email resume and portfolio to info@kearch.com and makes sure the subject line reads “Graphic Designer Position”