



Marketing/Studio Coordinator—

Mithun is an integrated design firm with offices in Seattle, San Francisco and Los Angeles. We seek a Marketing/Studio Coordinator for our growing Mithun | Hodgetts + Fung Culver City location. Come join our team of architects, interior designers, landscape architects, urban designers and other professionals who are changing where and how we live, work and learn.

Our ideal candidate thrives on wearing multiple hats as part of a busy, creative team and brings a positive and proactive approach to client relations and communications. Responsibilities include:

- **Marketing:** supporting business development activities and contact management in our CRM database; developing brochures and qualification packages; drafting content for pursuits, web and social media; assisting with project data collection and award submittals; event planning and other external activities.
- **Studio:** managing front desk activities, providing executive support to partners, coordinating client meetings and presentations plus maintaining operations/office resources.

Candidates have at least 5 years of experience in the arts, creative or professional services, where you've demonstrated and enjoyed similar responsibilities. Core traits include a strong marketing aptitude, superior customer service and communication skills, resourcefulness, flexibility, strategic thinking, well-developed time management skills, discerning aesthetic judgment and efficiency. Proficiency with Microsoft Office programs, Adobe Creative Suite and database platforms are desired.

At Mithun, our design has purpose—to create positive change in people's lives. We are an internationally recognized leader in planning and design, with a focus on sustainable performance, human health and social equity. Mithun has been recognized with diverse national awards including six AIA Committee on the Environment Top Ten Awards, is a JUST organization and is ranked among the top firms in the nation by Architect magazine.

We embrace justice, equity, diversity and inclusion (JEDI) as key expressions of our mission of Design for Positive Change. We are committed to promoting JEDI both internally and externally, in our firm culture, project work and partnerships. Our goal is not just good intentions but real impact for the people, communities and clients we serve.

Visit <http://mithun.com/people/careers/> for more information and to submit your qualifications. Mithun is an Equal Opportunity Employer.