

MARKETING COORDINATOR

SCAPE is a leading landscape architecture and urban design studio based in New York City with an office in New Orleans. Our work integrates natural cycles and systems into environments across all scales, with the ultimate goal of connecting people to their immediate environment and creating dynamic and climate-adaptive landscapes of the future.

SCAPE is seeking a Marketing Coordinator with a minimum of 1-year of experience to be an integral part of our growing Marketing Team. You will support the pursuit of new work by helping to develop proposals and marketing materials, maintain our project and contact assets and databases, and be a thoughtful advocate for our work and our people.

In your role, you will work chiefly with the Business Development Manager to develop proposals and portfolios, representing us with high-quality graphic and written responses. You will also support the Business Development Manager, Communications Manager, and overall Principal Team in the development and maintenance of standardized marketing material, graphic templates, image assets, and our project information and contacts databases. Please have an interest in landscape architecture and planning, excellent communication skills, and an exacting attention to detail.

Please email a cover letter, resume, and work sample to jobs@scapestudio.com. Be sure to include "SCAPE Marketing Coordinator" in the email subject line.

Required Experience:

- Bachelor's degree or higher
- Minimum of 1-year experience in either generalized Marketing or Business Development for a design firm (landscape architecture, architecture, planning and engineering)
- Knowledge of landscape architecture, urban planning, urban design, and/or architecture
- Proficiency in Adobe InDesign, Illustrator, Photoshop, Premier, and Microsoft Outlook, Word, and Excel
- Experience developing RFP responses
- Strong attention to detail
- A good eye for graphic design and visual presentation
- Well-organized with strong project management skills
- Excellent communications skills (internally and when representing SCAPE to peer organizations)
- Videography, photography, and editing skills a plus