



MHTN  
ARCHITECTS

## Graphic Designer / Marketing Coordinator

MHTN Architects, a leading Salt Lake City architectural firm, is seeking a Graphic Designer with a minimum of 3 years experience to join our marketing team.

Working closely with the Marketing Manager & Team, Admin, and Design Teams the ideal candidate will:

- Thrive in a highly collaborative work environment.
- Possess excellent communication and time management skills.
- Be highly organized, creative, and have a responsive and positive attitude.
- Have strong verbal and written communication skills.
- Possess experience in preparation of files for digital, offset, web and social media.
- Have an eye for design details, such as typography, alignment, hierarchy, etc.

The role demands a dynamic, flexible multi-tasker with enthusiastic problem-solving skills, and the ability to prioritize in a fast-paced environment.

### Responsibilities

- Creation and coordination of print and digital proposals.
- Coordination of proposal content from outside consultants and design teams.
- Development of new design concepts, graphics and layouts for marketing assets, company presentations, trade booths, social media, and internal collateral.
- Proofing text content.
- Development of printed material for local magazine articles, advertisements, and awards.

### Education & Experience Required

The ideal candidate will:

- Hold a Bachelor's degree in graphic design or equivalent.
- Possess 3 - 5 years of experience creating concept and production work with a commercial portfolio demonstrating consistency in vision and ability to uphold a brand's visual identity.
- Expert skill in Adobe Design Suite (InDesign, Illustrator, and Photoshop).
- Proficient with Microsoft Office programs.
- UX, HTML & CSS knowledge a plus.
- Architectural / Engineering / Contractor Industry (or related) marketing experience a plus.
- Have experience with digital and web-based media platforms.

If you meet these qualifications and have interest in discussing the position further, please contact Linda Kruse at [linda.kruse@mhtn.com](mailto:linda.kruse@mhtn.com) and provide portfolio.