February 2010

Schacht Aslani Architects has an opening for a full-time, energetic marketing coordinator with excellent written and graphic communication skills. This is an opportunity to be a member of a collaborative team and contribute to the growth of a practice that is dedicated to the highest level of achievement in design and execution on a wide range of projects.

Our firm is located in downtown Seattle and specializes in the design of cultural, academic and religious buildings. Our work includes renovation, adaptive re-use and new construction. Recently completed projects include expansion of historic Douglass-Truth Branch Library in Seattle, Fifth Floor Renovation at Seattle Central Community College, and the Library and Media Center at Peninsula Community College. Current projects include a new Business and Humanities Center for Peninsula College in Port Angeles, a new Fire Station for the City of Seattle, and renovation of the Edison North building at the Seattle Central Community College. Visit our website at www.saarch.com for more information.

- The position supports both the Principal-in-Charge of marketing and Business Manager.
- Marketing support duties include working for the Principal Architect on the narrative and graphic production of proposals; preparation of graphic materials for interviews; market research; maintenance of the firm website, marketing databases, image library and support materials; and related marketing duties.
- Administrative support duties include supporting the Business Manager in telephone reception and administrative support of the design staff.
- Candidates for this position must have the ability to communicate effectively, work in a collaborative environment and be committed to excellence. Key attributes include familiarity with the A&E industry; experience with software programs such as InDesign, Photoshop, MS Office; effective verbal, narrative and graphic skills; the capacity to meet deadlines; the ability to work alone or on a team; and the flexibility to respond to changing priorities. Familiarity with Dreamweaver or other web applications a plus.
- We offer a competitive salary and benefits package.

Please send resumes to Walter Schacht at Schacht Aslani Architects, 506 2nd Ave., Suite 700, Seattle, WA 98104 or email to saarch@saarch.com. Include salary history, experience and references. No phone calls please.

*Schacht Aslani Architects, P.C. is an equal opportunity employer. All qualified applicants for employment are considered without regard to race, creed, color, national origin, sex, age, marital status or the presence of any physical, sensory or mental ability.*