

**MARKETING COORDINATOR**

Ralph Appelbaum Associates, an international planning, design, and media firm located in lower Manhattan, is currently seeking an experienced **Marketing Coordinator**.

Ralph Appelbaum Associates was established in 1978 to provide museums with professional exhibition and communications design services utilizing the latest methodologies and technologies. With a staff of design and communications experts—technology and media specialists, architects, industrial and interior designers, content coordinators and developers, writers, editors, and management personnel—RAA serves clients with missions in the areas of public education, public space and institutional design.

The responsibilities of the Marketing Coordinator include assistance in the development and production of proposals, qualifications packages, and marketing materials, as well as maintaining photo, press, and corporate archives. Responsibilities also include the development of print and digital communications materials.

The position requires design expertise, the ability to communicate and collaborate effectively in a multi-disciplinary environment, and proficiency in managing multiple, fast-paced deadlines simultaneously.

**Responsibilities include, but are not limited to:**

- assistance in the preparation, coordination, and production of proposals, qualification packages, presentations, and competition materials;
- assistance in the preparation of project cut sheets and profiles;
- assistance in the preparation of awards materials, including image editing and information management;
- assistance in the completion of government forms (national and international); and
- collaboration with other members of the firm in developing marketing and database materials.

**Qualifications and skills required:**

- Bachelor's degree (minimum) in a relevant field such as design, art, communications, marketing, writing, museum studies;
- three years (minimum) of marketing experience in design, architecture, publishing, advertising, or related field
- proficiency in Adobe InDesign, Photoshop, and Illustrator; Microsoft Office Programs; Keynote
- meticulous written and oral communication skills;
- knowledge of print production methods; and
- an eye for photography and experience in magazine and/or book layouts is a plus.

Qualified candidates: Please submit a cover letter and resume to [work@raai.com](mailto:work@raai.com).

Ralph Appelbaum Associates is an Equal Employment Opportunity/Affirmative Action Employer.

10/16/17