

# STUDIO- MLA

251 South Mission Road  
Los Angeles, California 90033  
T. 213 384 3844

studio-mla.com

**Position: Marketing & Graphics Specialist**

**Location: Los Angeles, CA**

**Employment Status: Full Time**

## **Overview of Position**

Studio-MLA seeks a **Marketing & Graphics Specialist** with a **5+ years of professional experience** to join our team in our Los Angeles office. As a key member of our marketing and new business team, the Marketing & Graphics Specialist collaborates closely with the Business Development Director, Principals, Project Managers, and President. In this fast-paced, deadline-driven role, you will work with firm leadership to create proposal materials and marketing collateral, coordinate the firm's social media presence, assist in various writing and graphic design responsibilities, and support Studio-MLA's overall communications goals. Our ideal candidate is engaged, positive, highly organized, detail oriented, graphically and visually skilled, adaptable, and eager to learn and teach.

**Job responsibilities include, but are not limited to:**

### **Competitive RFP Process**

- Create proposals, qualifications packages, and presentations
- Monitor and review RFP activity across various sources
- Maintain CRM software with proposal and project data
- Assist in tracking success metrics (shortlist rate, win rate, etc.) using CRM database reporting
- Attend pre-proposal meetings and site walks
- Participate in Proposals / GoNoGo meetings (weekly)
- Keep project sheets, resumes, and bios current for proposals and website

### **Marketing, Graphics, and Communications**

- Implement Marketing & Communications strategy directed by others
- Design booklets, boards, business cards, and other marketing collateral using renderings and graphics produced by others
- Help lead Marketing/Promo meeting (bi-weekly)
- Update the firm's website with current content, including home page, project pages, people page, news page, etc.
- Assist in writing news page content, social media posts, and other communications
- Assist in the preparation of firm awards submissions
- Coordinate the firm's social media, newsletter, and eblasts with senior staff
- Provide public relations efforts as needed
- Support in-office networking events in collaboration with administrative team
- Update and maintain consistency of the studio brand templates across letterhead, business cards, and templates for presentations, project sheets, resumes, and proposals

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## **Business Development Support**

- Collaborate with Executive Assistant to maintain BD/Promo calendar
- Research for business development
- Attendance at business development/networking events and conferences (occasional evening and weekend hours)
- Develop and maintain relationships with marketing professionals and subconsultants

## **Required skills for a successful candidate:**

- Minimum BA/BS degree.
- Minimum **5+ years experience** in Marketing, Communications, Landscape Architecture, Architecture, or a related field (Experience as a Landscape Architect/Designer is highly desirable)
- Advanced expertise in Adobe InDesign, Photoshop, Illustrator/Canva, and MS Office Suite
- Proficiency in graphic design and layout, with a strong visual aesthetic
- A growing understanding of the landscape architecture profession and industry knowledge by following A/E/C design news, trends, and trade publications
- Excellent creative and technical writing skills, along with editing/proofreading capabilities
- Organized and self-motivated, with strong proposal process experience and a passion for results
- Ability to follow quality control standards easily and identify errors in own work
- Ability to work under tight deadlines, coordinating and executing several efforts simultaneously
- Experience with CRM database management
- Enthusiasm for participating in business development events (occasional evening and weekend hours)
- Hybrid work environment, requiring employees to be in the studio 4 days each week

## **Benefits include:**

- Employer paid employee Medical, Dental, Vision, and Life & Accidental Insurance
- PTO includes vacation, company holidays, bonus days, and sick and other leave time
- 401K Safe Harbor Plan, Dependent Care, and 529 College Savings Plan, FSA Plan
- Professional Development and Professional Memberships support

**Salary Range:** \$80,000 - \$95,000 commensurate with experience

## **About the Firm**

Studio-MLA is a 45-person design studio across two offices in Los Angeles and San Francisco. We integrate landscape architecture, urban design, and planning to create places that inspire human connection, unite communities, and restore environmental balance. "Advocacy by design" is a foundation of our practice – a powerful tool to catalyze ecological and social change with inclusivity and authenticity.

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## **Studio Culture**

We are a woman-owned, minority-owned practice with a deep commitment to recruiting and retaining an outstanding and diverse team. The studio is a welcoming, collaborative, hands-on space where each of us is encouraged to create, investigate, and explore. Studio-MLA's Los Angeles headquarters is a beautiful space in Boyle Heights with ample sunlight, access to an outdoor environment, in-studio events, and team outings. The firm has hybrid work environment and requires employees to be in the studio multiple days each week.

## **To Apply**

Please email your cover letter, resume, and work samples to [jobs@studio-mla.com](mailto:jobs@studio-mla.com).