

Job Opportunity: Content Coordinator

The Chicago Architecture Biennial, which debuted in 2015 and the next iteration which will be held in the fall of 2017, seeks candidates for the Content Coordinator position. The Content Coordinator will manage content for online and print publications. Manager ensures accuracy and consistency of content distributed across various communications and marketing platforms.

Candidates should have a strong knowledge base in art and culture, design and/or architecture, with 3-4 years of experience. Content Coordinator must have experience in managing a multifaceted website and managing a robust print and digital schedule in a fast-paced environment. The Chicago Architecture Biennial is a collaborative work environment which values diversity, inclusion, creativity and respect.

Key requirements include:

- Create, review, edit, and content for distribution in accordance with communications schedules.
- Work closely with Biennial marketing and programming staff to organize and produce content for dissemination across various online and print platforms about Biennial programs and events.
- Develop content that is based off the exhibition and partner programs for inclusion in social media marketing and digital newsletters for a global audience.
- Manage deadlines for marketing and advertising creative production. Work closely with graphic designer to ensure timely delivery of all content and creative to appropriate vendors.
- Produce materials in accord with the design guidelines for brochures, press releases, social media posts, invitations, web content, and catalogue copy.
- Along with the Marketing Director, serve as a liaison with vendors such as printers and publications to coordinate production and distribution of advertising materials and signage.
- Oversee and coordinate the organization and storage of materials in final form (print, pdf, etc.) in the digital database.
- Manage and maintain Biennial website.
- Organize and manage CRM database.

- Copywrite for print and digital media as assigned.
- Work closely with the executive team and marketing team to track various marketing and communications metrics, including attendance, visitor surveys, audience research, and media reports.

The ideal candidate will have the following skills, qualities and characteristics:

Bachelor's Degree required, 3-4 years of experience working in an in an arts and culture setting; strong research, must be proficient in design software: Adobe CS Suite (Photoshop, Illustrator, InDesign). Strong writing, and communication skills; flexible and collaborative personality; excellent organizational skills and attention to detail; ability to work in a fast-paced environment; computer and database experience. Ability to work evening and weekend hours for programs required. CAB supports a diverse and inclusive staff team and strongly encourages applications from people of color, persons with disabilities, women and LBTQA applicants.

About the Chicago Architecture Biennial

The Chicago Architecture Biennial provides a platform for ground breaking architectural projects and spatial experiments that demonstrate how creativity and innovation can radically transform our lived experience.

A vision of Mayor Rahm Emanuel for a major international architectural event and an outcome of the comprehensive cultural plan developed by Chicago's Department of Cultural Affairs and Special Events, the 2015 Chicago Architecture Biennial was presented with significant support of BP and numerous other funders, and in partnership with the City of Chicago and the Graham Foundation.

Through its constellation of exhibitions, full-scale installations, and program of events, the Chicago Architecture Biennial invites the public to engage with and think about architecture in new and unexpected ways, and to take part in a global discussion on the future of the field.

Please send resume, cover letter and sample portfolio to: info@chicagoarchitecturebiennial.org with Content Coordinator in the subject line.