



Marketing Content Coordinator

Primary Location: Indianapolis Studio with occasional travel between office locations.

Position Type: Full-Time (Salaried); Part-Time Considered

Work Mode: In-person

Overview

krM Architecture is seeking a proactive, organized, and mission-aligned individual to collaborate with the leadership team and marketing coordinator in the creation of client-facing proposals, presentations, and digital and print materials for conferences, campaigns, and other events; responsible for maintaining website and supporting social media content creation; supports staff and clients using graphic and industrial design for special events, client engagement, and project design teams.

Primary Responsibilities

- **BOOKS:** Responsible for the design and production of compelling RFQ, RFP, interview presentations and other client-facing proposal materials. Assigned by Principal. Provide support to others as available and assigned.
- **WEBSITE:** Responsible for maintaining and updating the firm's website; ensuring content is current, visually aligned with the branding, and effectively communicates the firm value.
- **CONFERENCES:** Responsible for the creation of branded materials for conferences, events, presentations and outreach campaigns, krMers will support efforts with design-related content and narrative drafts.
- **GRAPHIC CONTENT:** Responsible for the development of both digital and print collateral; including brochures, portfolios, email campaigns, and promotional materials, and other content.
- **CLIENT GIFTS:** Support efforts as needed (e.g. graphic and/or industrial design).
- **SPECIAL EVENTS:** Support efforts as needed (e.g. 50th celebration – collaborate as a team to ensure a successful event)
- **INTERVIEWS:** Support efforts as needed.
- **SOCIAL MEDIA:** Maintain a regular cadence of SM updates to support marketing and business development efforts.
- **AWARDS:** Responsible for the preparation of award submissions, press kits, and internal communication for coordination. krMers will support efforts with design-related content and narrative drafts.
- **BILLABLE TASKS:** Support the design team in the development of content; including graphic design, prototyping, and other efforts assigned by the Project Manager (Principals to identify the billable % targets – may vary from week to week). Tasks include (but not limited to) the following: Branding Guides, Wayfinding, Specialty graphics, Signage graphics, and other items.



What We Offer

- Collaborative, mission-driven studio where your contributions are valued
- Competitive salary, medical/dental/vision benefits, and retirement plan
- Ongoing training in tools (Adobe, CMS, Procore) and portfolio support
- Clear professional development and growth opportunities in marketing and operations
- Direct exposure to firm leadership and strategic initiatives
- Flexible work-life balance with paid time off and part-time options considered
- Support for conference attendance, award submissions, and occasional travel

Ideal Candidate Traits

- Sees the big picture and takes initiative to address priorities before they arise
- Proactive, self-starting, with strong follow-through and reliability for in-person studio work
- Communicates clearly and professionally across principals, PMs, design staff, and external vendors
- Strong attention to detail and visual sensibility for typography, layout, and brand consistency
- Collaborative team player with a positive spirit, professionalism, and client-focused demeanor
- Flexible and adaptable—comfortable shifting between marketing, design, events, and billable tasks
- Creative problem-solver who can translate concepts into polished client-facing materials
- Eager to grow into greater responsibility within a creative, values-driven firm

Preferred Qualifications

- Bachelor's degree in graphic design, marketing, communications, architecture, or related field preferred
- 3+ years experience in marketing, graphic design, studio/agency production, or support roles in fast-paced team environments (architecture/AE experience a plus)
- Proficiency in Adobe Creative Suite (InDesign, Illustrator, Photoshop); familiarity with Figma or similar tools
- Experience preparing award submissions, press kits, proposals, or event collateral
- Strong writing and copy-editing skills; prior experience drafting contracts or managing schedules is strongly desired
- Experience maintaining/updating websites (KeystoneJS or other CMS); basic HTML/CSS knowledge preferred

About krM Architecture

krM Architecture is a design studio committed to craft and quality. We are dedicated to the concept that great design requires an organized team working together, listening to the needs, and drawing on the best skills of every team member.

We have established ourselves as an industry leader throughout the mid-west, with a focus on civic, education and healthcare projects. krM understands that the spaces we design have a profound and powerful impact on the individuals and communities that will put them to use. As a studio of talented craftspeople, we advocate for solutions that are sustainable, innovative and environmentally-conscience.

Founded in 1978, krM has two studio locations: Indianapolis, and Anderson. We work with growth-minded clients throughout the Midwest. We pride ourselves on being a great place to work with a disciplined, collaborative culture. We believe there is power in design and we work rigorously to leave an enduring legacy in the communities in which we serve.

Qualified and interested candidates should submit a cover letter and resume to: careers@krMarchitecture.com