

Engagement Manager

Company: Graham Leigh Architecture

Location: Pawleys Island

Job Type: Full Time

Date Available: 5/1/2022

Graham Leigh Architecture (GLA) is seeking a motivated and passionate professional to join our creative and collaborative team. As a small firm, versatility and flexibility are keys to our success, so qualified candidates should possess a strong ability to adapt and respond to the task at hand, assisting others when needed but also being capable of taking initiative and leading. Successful candidates will be self-motivated, organized with internal drive to be successful and comfortable with working independently.

Our engagement manager will have a passion for art, architecture and art management. They will work with potential clients from art and architecture markets to provide community engagement, develop outreach events and programs and build and manage relationships with commercial contacts locally and throughout the country.

Primary responsibilities include initiating and fostering business community relationships, managing database and developing digital media content. Other responsibilities are developing event programs and managing website and other social media.

Knowledge of Adobe Creative Suite given priority, experience with AutoCAD or other drafting or 3D programs is a plus. It is preferred that a candidate shows an interest in design and the ability to convey and execute ideas in a visually captivating and clear method. At GLA, we take our work seriously but enjoy a fun and a relaxed atmosphere, so someone with similar workplace values would be ideal.

This role also supports and represents the GLA studio in community outreach efforts and special projects. The Engagement Manager must maintain the confidentiality of marketing and sales information, database files, financial statements, web statistics, and other sensitive data.

Graham Leigh Architecture is an architecture studio practicing commercial and residential design. Branches of our office are developing in the Art and STEAM education fields. We are developing ideas to create a local art gallery with outreach programs for Art and STEAM disciplines, with a focus on architecture and design. Promotion of artists in the GLA Studio and local and national artists

Qualifications

Bachelor degree (B.A./B.S.) from a four-year college or university in Art, Art Education, Art Management, Art History, Museum Studies, Design, Business, Hotel Hospitality, Marketing, Communications, or a relevant field of study is required.

Entrepreneurial spirit with willingness to learn new skills.

Self-starter with passion for art/design.

AutoCAD and Adobe Design Suite experience a priority.

Priority to proficiency in digital photography/artwork documentation and image editing software.

Dynamic communication and presentation skills.

Proficiency with basic technology (email, Google Drive, social media)

Experience with website building, MailChimp, Microsoft Office Suite

Ability to collaborate and support others when needed.

Ability to work dynamically on multiple projects at once.

Ability to lift 50 pounds and be comfortable on ladders or using power tools.

General knowledge and interest in galleries, art collections work and art education.\

Compensation

This is a full-time position with full benefits and may at times require a flexible schedule to accommodate special events. Annual compensation includes a salary range of \$53,000 to \$56,000 depending on experience, plus paid time off, health insurance, dental & vision insurance, and childcare/cafeteria plan after a required probationary period. The applicant should have valid driver's license, handle tools or controls, and travel for meetings as needed.

How To Apply

Work with us in Pawleys Island, SC

Contact:

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