

CTBUH Design & Publications Assistant

With 100,000 people moving into cities across the globe every day, the 21st century will truly be the century of the city. Humanity's continued existence on this planet will rely on our ability to transform cities into dense, livable centers of innovation that reduce both land consumption and energy needs. In order to accommodate an additional 2.5 billion people in the world's cities by 2050, the shapers of our urban landscapes will require guidance through access to expert research and resources that promote best practices for smarter cities. This is why the Council on Tall Buildings and Urban Habitat's mission is critical to promoting a better urban future.

The CTBUH seeks a Design and Publications Assistant to join its fast-paced and creative Design and Digital Production team. In this role, the Design & Publications Assistant will provide creative, graphic design & layout support for all CTBUH initiatives, including publications, membership, websites, event collateral, branding, and more.

KEY RESPONSIBILITIES

- Contribute to the Council's various print and digital outputs through layout, design, and general creative input to graphic elements, ensuring the highest final quality through detailed review and proofreading.
- Contribute to the production and creative support of CTBUH events, conferences, awards program, and seminars through website updates, event collateral, advertisements, posters, signage creation, and more.
- Contribute to other miscellaneous printed and digital material, as needed, which may include coding e-blasts and developing graphics for technical outputs.
- Provide administrative support to the Design & Publications Director, team, and CTBUH generally.
- Conduct external communications in support of CTBUH programs and outputs.

REQUIRED QUALIFICATIONS

- A Bachelor's degree in a relevant discipline required.
- A minimum of one year of design experience is preferred.
- Experience/background and interest in architecture or the tall building industry field is beneficial.
- Highly proficient software skills required, specifically: Microsoft Office, Adobe Creative Suite (especially InDesign, Illustrator, and Photoshop).
- Excellent graphic design skills, including a strong knowledge of typographic principles and working with multi-page layouts.
- A high level of attention to detail
- Working knowledge of HTML and CSS preferred.
- Strong organizational, project management, and multi-tasking skills required in order to successfully contribute to multiple initiatives simultaneously.
- Strong oral and written communication skills required.

HOW TO APPLY:

To apply and for fullest consideration, please include a cover letter, resume, and a digital portfolio link to careers@ctbuh.org.