

WRIGHT & WRIGHT ARCHITECTS

Wright & Wright Architects is looking for a talented communications coordinator to join its studio in London.

About Wright & Wright

Wright & Wright is a design-led studio based in Camden, north London. The practice was founded in 1994 by Clare Wright and Sandy Wright, who continue to lead it, together with fellow partners Stephen Smith and Naila Yousuf. Our thriving, 20 strong studio comprises a multi-national group of people, each with different experiences and backgrounds. Our studio culture is one of creativity and collaboration, underscored by the conviction that architecture should be, above all, socially useful and responsible.

Role

We are seeking an energetic and imaginative communications coordinator to work across the studio's communications and new business activities. You will promote the practice, ensuring effective dissemination of its award-winning projects, and raise the profile of key individuals. This is an exciting opportunity to join our dynamic and collaborative team, working with the partners and other staff.

A minimum of three to five years' experience in a similar role within the architecture or design industry is required with excellent verbal and written communication skills, emotional intelligence and the ability to cultivate strong relationships at all levels, both internally and externally. You will work closely with the architectural and administration staff, so the ability to manage, communicate with, and be part of a team is critically important.

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London NW1 0AG

TEL 020 7428 9393

FAX 020 74289394

ww@wrightandwright.co.uk

www.wrightandwright.co.uk

WRIGHT & WRIGHT LLP is a
Limited Liability Partnership
Registered in England and Wales
NO. OC341138 | VAT NO. 523 1331 94

CLARE WRIGHT MBE, DIP. ARCH. RIBA
SANDY WRIGHT DIP. ARCH. RIBA
STEPHEN SMITH DIP. ARCH. (CANTAB) ARB
NAILA YOUSUF MArch ARB

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Communications duties:

- Organise briefings and build relationships with key journalists and media owners
- Monitor media coverage and file digital and hard copy press cuttings
- Coordinate and write awards submissions for projects, practice and key people
- Develop and implement the practice's digital strategy, create and curate outputs across various channels, including Wright & Wright website and social media
- Manage and respond to press and speaker requests
- Ensure that marketing activities address both in-house and external audiences

Skills and experience:

- Three to five years' experience in a similar communications role in the architecture or design industry
- Preferably with experience in managing a media strategy across print and online with the ability to organise press briefings, manage press tours and photo calls
- Energetic, enthusiastic and self-motivated, with an eye for detail as well as an ability to see the big picture
- Excellent verbal and written communications skills
- Excellent writing and editorial skills with experience in producing compelling content for a range of audiences
- Fluency in graphic design
- Able to develop and maintain good working relationships with journalists, stakeholders and clients
- Able to prioritise your time effectively, managing a busy workload, often on a variety of projects in parallel
- Able to work independently and as part of a team to meet deadlines efficiently
- Able to develop and maintain excellent relations and dialogue with partners and staff
- Able to motivate and influence others, as well as being able to talk with confidence and authority to senior people

Salary & Benefits

- Salary: Negotiable, relative to experience and skill set
- Opportunity for the right applicant to develop the post with a commensurate salary
- Annual profit share at the partners' discretion
- Days & Hours: The post is advertised as a full time position however working hours and working from home are flexible, within the office protocols for this.

To apply please submit your CV and a short cover letter outlining your suitability for the role and notice period (if applicable) to ww@wrightandwright.co.uk (max file size 5mb).

Wright & Wright is an equal opportunities employer. Since the practice's inception, Wright & Wright has been an ambassador for women in architecture. We are proud to have gender equality in every aspect of our operations and at all levels of employee progression.

We acknowledge that people from certain backgrounds are under-represented in architecture and we're committed to doing what we can to correct this. We are particularly keen to receive applications from black, asian and minority ethnic people; people with disabilities and people who identify as being LGBTQIA+.

Please note we are only able to respond to successful applicants and will not discuss submissions over the telephone. No agencies please.

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