

Marketing Assistant

Part-time job
20-30 hours per week.

A qualified candidate for this position will be highly organized, shows initiative and follow through on given tasks, and has excellent writing and graphic skills. Shelter is a studio environment and therefore our new team member must play well with others and be willing to pitch in to help as needed. We are looking for someone who can keep fairly regular hours, but we can be flexible if you are awesome. This position is part-time to start, but make yourself invaluable and who knows.

Major Areas of Responsibility:

Works with Shelter's Marketing Partner in Charge in creating and releasing marketing materials for sales, promotion, and awards

Writing and editing copy

Page and graphic layout per company's branding standards

Website and portfolio updating

Proficient at word processing and computer graphics

Assumes responsibility for successfully meeting deadlines and creating quality work

Has a regular schedule working in the studio

Please send your resume and sample of work to

career@shelterarchitecture.com with subject line: I WANT TO JOIN THE FUN!

1229 Tyler St NE, Studio 202

Minneapolis, Minnesota 55413

Name: _____

Area(s) of expertise: _____

Email: _____ Phone: _____

Degree: _____ Earliest start date: _____

Your application may include supplementary materials such as Resume, Portfolio, References, etc. that help to further explain your skills and experience.

Why Architecture? _____

What are some things you need to do to get to “the next level” in your career? _____

What thing(s) are you very best at?
(it may or may not directly apply to your career) _____

Why do you think you are a “good fit”? _____

IT Skills (not all needed for all positions)

PC

not familiar	0	1	2	3	4	5	6	7	8	9	10	pro
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Mac

not familiar	0	1	2	3	4	5	6	7	8	9	10	pro
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Pages (iWork) or Word - specify

not familiar	0	1	2	3	4	5	6	7	8	9	10	pro
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Numbers (iWork) or Excel - specify

not familiar	0	1	2	3	4	5	6	7	8	9	10	pro
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Photoshop

not familiar	0	1	2	3	4	5	6	7	8	9	10	pro
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SketchUp

not familiar	0	1	2	3	4	5	6	7	8	9	10	pro
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AutoCAD

not familiar	0	1	2	3	4	5	6	7	8	9	10	pro
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Revit

not familiar	0	1	2	3	4	5	6	7	8	9	10	pro
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Rendering Software (specify: _____)

not familiar	0	1	2	3	4	5	6	7	8	9	10	pro
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Powerpoint or Keynote

not familiar	0	1	2	3	4	5	6	7	8	9	10	pro
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Word Press

not familiar	0	1	2	3	4	5	6	7	8	9	10	pro
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Other Software (specify)

not familiar	0	1	2	3	4	5	6	7	8	9	10	pro
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Myers - Briggs Type Indicator

If interviewed we will ask to know your Myers-Briggs Type Indicator.

MBTI: _____

We use various teamwork tools that help our productivity. Your Myers - Briggs type has no bearing on the outcome of this application it is only used to help us understand what your working style may be. If you do not know that your MBTI is here is an online free test you can use:

<http://www.humanmetrics.com/cgi-win/jtypes2.asp>