

Job title	Communications Coordinator
Location	London
Reporting to	Communications and PR Manager
Working with	Communications team, Directors, the practice, and with external people

AHMM is one of the UK's leading architecture practices, with highly acclaimed projects in all sectors but notably in commercial, residential and education. Winner of the Stirling Prize in 2015, the practice now has more than 500 people in the UK and US and a growing international profile. The Communications team plays a vital part in the practice's continued success and development, and works with Directors, senior staff and project teams as well as the key practice support functions.

The team works across three key areas: marketing communications, new business development, and events and partnerships, all overseen by the Head of Communications. The Communications Coordinator role focuses on supporting marketing communications, focusing primarily on awards, photography and PR, but also supporting the smooth running of the Communications team.

The role is dependent on a combination of excellent organisation skills, ability to collaborate with others, and aptitude in coordinating and presenting information and images. The Communications Coordinator must also have the ability and confidence to liaise with a wide variety of external consultants and clients in a professional manner.

Job purpose

Contributing to the development of AHMM's profile through the coordination of awards entries, organisation of professional photography, and support for press and PR activity.

Key responsibilities

Awards

- Compiling and preparing awards entries and related submissions, ensuring accuracy and relevance and meeting deadlines
- Monitoring the awards calendar, advising on entries and reviewing new awards or similar PR programmes, working with the Communications and PR Manager
- Recording outcomes and contributing towards communication of successes

Photography

- Scheduling and coordinating architectural photography, in liaison with project teams and professional photographers
- Processing and uploading photographs promptly to Open Asset for use across the practice

Press and PR

- Monitoring, archiving and circulating AHMM media coverage
- Coordinating the press cuttings service
- Assisting with press material and responding to requests for images and information

General

- Assisting with lectures and talks for Executive Directors when required
- Assisting with material for the website and other marketing communications
- Supporting other team members when required

Job requirements

- Excellent organisation skills
- A flexible and proactive attitude
- Willingness to develop new and existing skills
- Understanding of and interest in working with images and text
- Excellent writing and editing skills
- Proficiency in Adobe InDesign and Microsoft Office applications
- Keen attention to detail and accuracy
- Ability to organise and prioritise one's workload
- Ability and confidence to work with people across the practice, as well as clients, consultants and press