

## **Content Coordinator**

Kéré Architecture is looking for a junior content coordinator to join its team full time at their Berlin studio.

The internationally renowned studio works on projects of various sizes across all continents and is home to an international group of architects. Kéré Architecture has received critical acclaim across its last 15 years of being through both its particular approach to design and the norm-bending background of its principal founder Francis Kéré. Currently the team is working on major projects in Senegal, Benin and Germany.

The individual we seek would cover the following areas of work

- Keep all content up to date on Website and Social Media in accordance with companywide content strategy
- Develop and coordinate Social Media Strategy
- Develop, build up and supervise the newly implemented Kéré Architecture archive
- Design all portfolio material and other presentation layout material needed by the Kéré Architecture as communicated by supervisor and in accordance with the company CI
- Develop templates for all admin purposes (list to be developed with supervisor) following the company CI.
- Collect, file and supervise all visual material produced (both archival and new).
- Produce plans for exhibition layouts following instructions from supervisor
- Assist in visual material collection and other tasks needed for editorial projects
- Compile press overviews.
- Answer basic press requests
- Design newsletter and ensure timely send-out.
- Take on tasks to implement press strategy designed by Kéré Architecture's press agency.

With the below approach:

- Reliable, detail-orientated and discreet
- Ability to work with directive and in cooperation across various fields of the studio and a quick changing environment
- Willingness to pick up new skills and apply experience in a sensitive manner to the particularities of the studio
- Excellent communication and writing skills in English as well as either German and or French)

- All-hands-on-deck attitude when the relatively small size of the studio requires work to be done that may be outside the day-to-day scope

Ideal qualifications and skill:

- Degree or work experience across in multimedia content production
- Editorial experience
- Experience in high-stake administrative environments
- Advanced Graphic Design skills
- Proven skill to work with visual material (images, video)
- Proven editorial skills
- Copy writing
- Interest in intellectual discourse around architecture / design
- Interest in intellectual discourse around global representation, sustainability, diversity, equality
- Knowledge and interest in and of discourses and lived realities of the African continent

To apply please send your CV, work samples and a cover letter with the subject “Application Content Coordinator” to [buechele@kerearchitecture.com](mailto:buechele@kerearchitecture.com)