GEETA VAIBHAV
ARCHITECTS

Role | Communications Intern

Relevant Industry	Architecture/Interior Design
Reporting Structure	Reporting to Head
Qualification	Bachelor's Degree (on-going/completed)
Duration	6 months
Job Location	Sector-67 Noida

About company

To create architecture that inspires through exceptional design, innovation, and craftsmanship, turning outstanding ideas into built realities that exceed expectations.

Role Description

We are looking for a proactive and enthusiastic Communications Intern to assist with supporting our firm's marketing and public relations efforts. This role requires strong writing, research, and graphic design skills to create content across various platforms, including print, web, mobile, video, and social media. The Communications Intern will work closely with design and project operations teams to develop compelling content and articulate the studio's messaging, ensuring alignment with our brand's tone and objectives.

General Description of Tasks

- Develop, write, and edit architectural content for a variety of platforms, including print, web, mobile, video, and social media.
- Produce high-quality materials that support business development activities, marketing campaigns and public relations efforts.
- Take inputs from Design Principals to create presentations for discourse at Industry events.
- Develop project graphics as compelling narratives.

Desirable Skill-sets and Knowledge

- Visual Skills: Good understanding of composition, font, colour, layout.
- Graphics Skills: Clear understanding of what a graphic represents. Create visually strong presentations, data-visualisation skills-info graphics, motion graphics, concept representation via arch drawings.
- Photography Skills: A keen eye for detail and composition. Ability for lifestyle photography and arch photography.
- Video Editing Skills: Ability to use the medium meaningfully to create Video content based on requirement of the platform/intent.
- Competency in requisite software's like Illustrator, InDesign, AutoCAD, Canva/Filmora and Microsoft Office.