

September 7, 2017

Graphic Design Management Office
Ryerson University
Via email: gcmadmin@ryerson.ca

Dear Madam / Sir:

We are looking for a full-time Graphic Designer for our architecture / design firm located in downtown Toronto.

RESPONSIBILITIES

- Assist in the design, formatting and production of a variety of creative projects (i.e. proposal submissions, brochures, presentations, marketing collateral, website updates)
- Edit images with Photoshop
- Organize and maintain database of images and assets
- Perform other duties as assigned

REQUIREMENTS

- Post-secondary education in Graphic Design
- Proficient in:
 - Adobe Creative Suite, particularly InDesign and Photoshop
 - WordPress
 - Microsoft PowerPoint, Word, Excel
- Keen attention to detail and ability to check for accuracy is extremely important
- Excellent creative design and written communication skills
- Able to work under tight deadlines with strong organization, time management, and interpersonal skills
- Experience within the Architecture/Engineering/Construction/Design/Developer industry preferred

ABOUT US:

Brisbin Brook Beynon Architects (www.bbb.ca) is a full service architectural firm with a diverse portfolio that includes commercial, retail, entertainment, sports, residential, institutional and interior projects. Operating since 1984, we utilize a collaborative process to create innovative, sustainable and cost-effective designs that successfully realize our clients' goals. BBB has extensive experience in corporate office projects.

At the helm of this established practice are partners who have built a vibrant and progressive workplace for creativity and innovative thinking. Our collaborative approach results in a strong, cohesive team committed to excellence in every aspect of a project. The BBB team is a nucleus of design and technical expertise responsible for all aspects of a project, from design and planning through to the coordination of engineering and review of construction.

BBB projects are prominent and iconic landmarks, structuring the urban landscape in which they reside. Some of BBB's most recognizable buildings include One University, Metro Hall / Metro Centre complex, Hatch Associates Headquarters Building, Durham Regional Headquarters Building, Canada's most historic sports venue, Maple Leaf Gardens, and the renovation to create the Ryerson University's Mattamy Athletic Centre. Most recently, the firm completed a major renovation to BloombergSen's corporate office and the Baxter Pharmaceutical Building in Mississauga.

Please ask the candidates to send their applications to marketing@bbb.ca.

Thank you,

Lauren Dando
Marketing Manager