

**In-house Proofreader and Editor**

Full time, maternity cover, London

Make is a different kind of architecture practice. Founded by Ken Shuttleworth in 2004, we're an employee-owned firm pursuing a democratic design process that values everyone's input. The Make studios are filled with incredibly talented people from around the world, from architects to IT professionals. Everyone who works here is great at what they do and does it with passion.

We're an equal opportunities employer committed to creating an open and egalitarian working environment. We've been listed in the Sunday Times Best Small Companies to Work For ranking on multiple occasions and were named the AJ100 Employer of the Year (2016).

We are looking for a self-motivated and enthusiastic proofreader and editor to proof and copy edit Make's literature and assist with creating and curating various marketing materials. The role will involve working with various architects within the studio on their written project documents and will be an integral part of graphics and communications teams assisting with marketing and promotional collateral.

**Responsibilities:**

Your main responsibility is to ensure that all written material produced by Make is of a high standard, well written, consistent in style and free from errors. This includes the following:

- Project descriptions and case studies
- Brochure ware and promotional collateral
- Presentation boards
- Competition submissions
- Awards entries
- Pitch documents
- RIBA Stage reports
- Design and Access statements
- Policy statements and Make manuals
- Letters, emails and any other written documentation, as and when required.

Thought leadership:

- Writing and editing for the Future Spaces Foundation, our thought leadership arm
- Assisting in the coordination of material and publications for future reports and student competitions

The role requires working with printed and online copy in both MS Word and InDesign and the successful candidate needs to have basic knowledge of both. Further InDesign training will be provided as needed.

If you are interested in applying please email your CV and salary expectations to [CommsRecruitment@makearchitects.com](mailto:CommsRecruitment@makearchitects.com)

Due to the high volume of applications we receive if you do not hear from us within two weeks please assume you have been unsuccessful at this time.