



Graphic Designer

Employment status: Full-time, 1.0 FTE

Reports to: Communications Director

Location: Vancouver, BC

Salary band: \$62,000 to \$73,000

Position Summary

The Graphic Designer translates Michael Green Architecture's ideas, projects, and point of view into clear, compelling visual communications. Working across brand, business development, marketing, and project storytelling, the role creates high-quality materials that help MGA communicate complex design thinking with clarity and impact.

Reporting to the Communications Director, this is a hands-on, collaborative role that contributes to concept development and delivers day-to-day design production. The Graphic Designer supports MGA's visual identity while designing proposals, presentations, publications, digital content, and other communications for internal and external audiences. The role balances planned initiatives with fast-moving deadlines and works closely with Communications, Business Development, project teams, and senior leaders.

Key Accountabilities

Brand Application & Design Support

- Support the Communications Director in applying MGA's visual identity consistently across print, digital, presentation, and environmental applications
- Collaborate with the Director of Communications and internal teams to develop visual concepts that reflect MGA's design quality, values, and voice
- Produce and adapt materials using established templates, brand standards, and reusable assets, identifying opportunities for improvements where appropriate
- Check materials for visual consistency and support colleagues in using MGA templates and brand tools

Proposals, Presentations & Business Development

- Design and produce proposals, requests for qualifications, interview presentations, pitch decks, project sheets, resumes, and other pursuit materials

- Work with Business Development, project teams, and senior leaders to understand requirements and translate approved content into clear, visually engaging materials
- Create diagrams, infographics, maps, timelines, and other visual tools that make technical and strategic content easier to understand
- Manage layout, version control, proofing, preflight, and final production to meet submission requirements and immovable deadlines

Marketing, Editorial & Digital Content

- Design reports, publications, award submissions, event materials, signage, advertisements, presentations, and internal communications
- Create and adapt visual assets for MGA's website, social channels, email communications, campaigns, and other digital platforms
- Assist with motion, video, or animated content where skills and experience allow, and help coordinate specialist support when required
- Ensure materials are visually engaging, appropriately formatted for each channel, and designed with accessibility in mind

Architectural Storytelling & Asset Management

- Work with architectural drawings, renderings, photography, research, and project information to communicate design intent and impact
- Work with project teams and Communications to visually present agreed project stories, key messages, and proof points
- Organize and maintain graphic assets, templates, image libraries, project materials, photography credits, and usage information
- Prepare and optimize files for print, web, presentations, and other production environments while preserving image quality and accuracy

Workflow, Collaboration & Production

- Clarify project briefs, priorities, timelines, review stages, and deliverables before design work begins
- Manage multiple concurrent assignments, communicate capacity and risks early, and maintain reliable follow-through
- Coordinate with printers, photographers, videographers, web partners, and other external suppliers as required
- Use approved AI and design technologies responsibly to support ideation, production, accessibility, and workflow efficiency while protecting confidential and copyrighted information
- Maintain current knowledge of design practices, production standards, digital formats, and emerging creative tools

Qualifications & Experience

- 2+ years of professional graphic design experience, including demonstrated responsibility for both concept development and production

- Post-secondary education in graphic design, communication design, visual communications, or a related discipline, or an equivalent combination of education and experience
- A strong portfolio demonstrating editorial layout, typography, brand application, information design, presentations, and digital content
- Proficiency with Adobe Creative Cloud, particularly InDesign, Illustrator, and Photoshop
- Strong proficiency with PowerPoint and experience creating clear, polished presentations for senior or client-facing audiences
- Experience working within architecture, design, engineering, cultural, or another visually driven professional services environment is preferred
- Working knowledge of print production, file preparation, colour management, image optimization, and digital accessibility
- Experience with web content management, Figma, motion graphics, video editing, or related digital tools is an asset

Core Capabilities

- Strong visual judgment, design craft, and attention to detail
- Ability to understand complex ideas and turn them into clear, audience-appropriate visual stories
- Excellent organization, prioritization, and calm execution under deadline pressure
- Curiosity, openness to feedback, and the ability to explain design choices and refine work in response to input
- Collaborative approach and ability to work effectively with designers, architects, technical specialists, and senior leaders
- Strong written communication, proofreading, and quality-control skills
- Sound judgment regarding confidentiality, copyright, image use, attribution, and brand integrity
- Resourcefulness and willingness to move between creative design work and detailed production tasks
- Curiosity and openness to learning and applying responsible AI practices and emerging design tools to support creativity, quality, accessibility, and efficiency

Key Working Relationships

Internal

- Communications Director
- Proposal teams and Business Development
- Principals, Directors, and project teams

External

- Printers, photographers, videographers, web partners, and other creative suppliers
- Clients, collaborators, event partners, and media contacts as required

Working Conditions

- This is a full-time position based in MGA's Vancouver studio, with in-person collaboration central to the role
- The role involves extended computer work and may require occasional support for events, interviews, or time-sensitive submissions outside regular studio hours
- Work priorities may shift quickly in response to proposal deadlines, project milestones, media opportunities, or leadership needs

Measures of Success

- MGA's visual identity is applied consistently and thoughtfully across communications
- Proposals, presentations, and campaigns are clear, compelling, accurate, and delivered on time
- Complex architectural and business information is translated into visual stories that connect with the intended audience
- Established workflows, templates, and assets are used consistently to reduce avoidable rework and help teams produce strong materials
- Project teams and leaders experience the design process as collaborative, well organized, and responsive
- Final materials meet MGA's quality standards and production, accessibility, copyright, and attribution requirements