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MORRIS+COMPANY

Communications Coordinator – Job Description – November 2025

The Communications Coordinator role is a full-time role as set out below. This is not intended to be all inclusive, and other duties within the studio may be required. It is important that the job holder recognises this and adopts a flexible approach to the role.

Reports to

- + Head of Communications

Works Collaboratively with

- + Head of Culture (exhibitions and events)
- + New Business Manager (new business development)

Role Requirements

- + Assist with comms and marketing activities
- + Produce visual content for digital and print media, photography and videography
- + Assist with production of press packs/practice packs
- + Assist with collating press coverage and maintaining practice's press database
- + Assist with awards process – including preparation of submissions, coordination of jury visits and award ceremony attendance
- + Assist with creation of social media and website content including writing copy, photography and videography and management of post scheduling
- + Help ensure website and social media platforms are regularly updated as required (including regular updating of staff / CVs)
- + Assist with external events and speaking opportunities including research, admin and organisation
- + Assist the Head of Culture with in-house event organisation, planning and management
- + Assist the Head of Culture with in-house exhibition planning and management including: research, design, graphic content and photography

- + Assist the New Business team with maintaining the practice's visual and written database including CVs, project sheets etc
- + Provide ad hoc bid support to New Business team by sourcing relevant material such as case studies etc.

Skills and Experience Required

- + Ideally 2 years post-graduate experience in arts/architecture/graphics/media related
- + Exceptional visual communication skills
- + Able to work both independently and collaboratively as part of a team
- + Proactive attitude and calm under pressure to meet deadlines
- + Highly organised and able to multi-task
- + Excellent command of the written and verbal English language
- + Excellent knowledge of Adobe Creative Suite: Photoshop, Illustrator, InDesign, Lightroom etc
- + Good knowledge of Microsoft Office – Word/Excel/Outlook

Qualities Required

- + Morris+Company encourages a collaborative working environment where every team member is encouraged to share their ideas and thoughts
- + We are committed to equality in employment opportunity and embracing diversity and inclusion within the practice and we expect the same commitment from our staff
- + We recognise that everyone is an individual and experiencing different situations in life at any one time and expect our staff to understand and respect this of their colleagues too
- + We are committed to delivering the highest possible quality in our work and service to our clients and expect the same commitment from all of our staff
- + We are committed to reducing the impact of our activities on the environment and have set out objectives to encourage our clients to use sustainable resources, methods and materials, to act sustainably and to improve local ecosystems where possible. We expect the same commitment from our staff

Note

- + This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the practice may be required from time to time
- + This description will be reviewed regularly and where necessary