

**Job Title:** Technical Content Curator  
**Reports to:** Marketing Manager  
**Job Purpose:** Responsible for all of EOC's written content and ensuring it is creative, engaging and understood by a variety audiences

### DESCRIPTION

Eckersley O'Callaghan is one of the most innovative engineering design firms in the world and we have won multiple awards for our work. Our collaborations with forward-thinking architects such as Foster + Partners, Zaha Hadid Architects and Heatherwick Studio, for clients that include Apple, Google, Vitsoe, Oxford Colleges and many commercial developers have placed us at the forefront of design in structures and facades. Our principle office is in London, with other offices in New York, San Francisco, Los Angeles, Sydney, Paris and Hong Kong.

The Technical Content Curator has a key role in supporting the Practice as the inhouse copywriter and copyeditor and to help meet the objectives of our dynamic and growing business. They will work primarily with the marketing group and senior team. The successful applicant should have a keen eye, excellent writing skills and experience within the world of architecture and construction.

To find out more about the role and to submit an application please visit <https://www.eocengineers.com/en/careers>

### KEY RESPONSIBILITIES

- Act as inhouse copywriter and copyeditor
- Work with Directors, marketing team, and engineers to produce and maintain creative copy and text for various media, including:
  - User guides
  - Project submissions
  - Commercial bid proposals
  - Press releases
  - Project pages
  - Capability statements
  - Staff CVs
  - Website content
  - Thought pieces
  - Presentations
  - Award submissions
- Provide content for practice award submissions
- Updates content for company website
- Assist with practice capability statements, with a particular emphasis on content which includes practice, project and staff information
- Learn and understand complex concepts, and communicate the information in a way that is engaging and understood by readers
- Establish team policies and procedures, conforming to existing styles, policies, and procedures.
- Act as an editor for peers to ensure consistency in written content and review all content intended to be shared externally prior to release
- Develops a thorough understanding of the audience and the documentation required by meeting with colleagues, and working with managers
- Determines the clearest and most logical way to present information for greatest reader comprehension and writes and edits technical information accordingly
- Collaborates with translators as necessary to convert writing into a variety of languages

## **JOB KNOWLEDGE, SKILLS & EXPERIENCE**

- Bachelor's degree or above in any of the following English, Communication, Journalism, Structural Engineering or Architecture, Technical Writing and 2+ years of technical writing experience within the construction industry
- Or at least three years of experience in writing complex documentation within the construction industry or related fields
- Strong written and verbal communication in English and experience working with content in multiple mediums
- Ability to absorb and understand complex technical concepts and translate those into clear, concise text
- Experience of writing creative and incisive writing to deadline and under pressure
- Able to write independently
- Excellent attention to detail
- Proficient in writing for a variety of audiences
- Ability to operate and prioritise in a fast-paced environment with evolving project requirements
- Knowledge of property and construction industry
- Interest in the built environment and technically minded
- Able to prioritise own workload, meet tight deadlines and work effectively under pressure at times
- Ability to build effective working relationships with professionals of all levels and disciplines within the organization
- Good InDesign skills

## **PERSONAL QUALITIES**

- Good organisational skills and the ability to cope with a variety of tasks, often under pressure.
- A flexible, positive approach and the ability to work as part of a team in a busy, creative atmosphere.
- Excellent interpersonal skills with the ability to communicate with people of all levels
- Able to manage a number of projects to a deadline
- Willing to jump in and tackle new challenges