

## Media Relations Coordinator for Bluebeam Software

Celebrating our 10th year, Bluebeam Software is a growing technology company made up of people who like to push the limits, be different and do great things. Our award-winning software is used by leading architecture, engineering and construction firms to implement paperless workflows and redefine the way they work, consistently resulting in faster and clearer communication, improved collaboration and reduced costs. Behind the scenes, the Bluebeam Team works collaboratively towards the common goal of helping our customers do what they do better. At Bluebeam hard work is recognized, new hires are encouraged to share their ideas and the environment is friendly, energetic and fun.

To learn more about what it is like to work at Bluebeam, watch our recruitment video: <http://www.bluebeam.com/work-at-bluebeam>.

Bluebeam Software has an immediate need for a **Media Relations Coordinator** to join our tight-knit team. This new position is being created to help **build relationships with editors and bloggers, create and deliver interesting pitches, and expand Bluebeam's coverage in industry, business and mainstream technology publications, websites and blogs**. The ideal candidate will have **2-3 years of media relations experience and a solid foundation in pitching and building relationships with the media**. This position is based in our corporate headquarters in Pasadena, CA and reports to our Sr. Manager, Communications.

Here is what the Media Relations Coordinator will do:

- Maintain and develop new relationships with editors and reporters in the US, Europe and Australia in categories including AEC (architecture, engineering and construction), oil and gas, technology, and regional and national business journals and newspapers.
- Collaborate across teams to identify newsworthy events and customer success stories.
- Create interesting, effective pitches based on customer use cases, Bluebeam product releases and other newsworthy events. Determine top outlets for each story and deliver pitches.
- Obtain press lists for industry trade shows and events and secure booth-side demos with editors.
- Pitch new product releases and coordinate demos with select media outlets.
- Prepare Bluebeam employees and customers for media interviews and facilitate phone calls and conversations with members of the press.
- Develop campaigns to pitch media in new industries that Bluebeam plans to enter.
- Keep up-to-date on industry news and quickly respond to relevant events to gain exposure for Bluebeam.
- Monitor media to identify and track editorial about Bluebeam and competitors.

And, here are the requirements for this position:

- Must be extremely organized and detail oriented.

- Must be a self-starter who is ready and willing to own and prioritize multiple tasks.
- Must have great communication and interpersonal skills and have a demonstrated ability to build relationships with the media.
- Must have great writing skills and be able to develop unique angles for pitches.
- Must be flexible and able to adapt to changes quickly.
- Must be proficient with MS Office applications. Experience using PDF software for electronic markup and editing is a plus.
- Must be extremely comfortable learning new technology. After all, we are a software company.
- Agency experience preferred.
- Experience working for AEC, oil and gas and/or collaboration software companies/clients a strong plus.
- BA/BS degree.

Compensation is based on experience. Bluebeam offers full-time employees excellent benefits including medical and dental insurance, 401K, paid holidays, and PTO.

If you think you are a good match for the Bluebeam team, please send a resume, cover letter, sample pitch letter and a recent media placement to [resumes@bluebeam.com](mailto:resumes@bluebeam.com).