

Position: Architectural Research Intern
Department: Research
Reports to: Global Head of Research
Location: Mexico City

Overview: The Research Department at Sordo Madaleno is seeking a highly organized and visually literate Architectural Research Intern to support the development of research packages, exhibitions, and publications across our Mexico City and London offices. This role is integral to building and maintaining the studio's growing research archive, ensuring the integrity and copyright compliance of key visual assets used in our curatorial and design work.

Key Responsibilities

- Support the Research Department workflow—for exhibitions, publications, and other research-related deliverables—in both the London and Mexico City offices by sourcing, cataloging, and managing high-quality and relevant visual and archival materials for ongoing design projects for use in research packages, exhibitions, lecture, publications, presentations, etc.
- Identify and archive assets that align with Researcher's decks, including but not limited to: historical and contemporary images, cartography (political, geological, ecological, etc.), geographic regions, representations of landscapes, architectural features, social rituals.
- Verify, secure, and manage image rights and reproduction permissions, coordinating directly with archives, institutions, artists, and photographers whilst creating a list of external archives, museums, and collections
- Expand and organize the studio's internal research archive, developing systems for storage, tagging, and retrieval of digital assets
- Work with Storytelling team's Asset Coordinator on migrating social-media, website, and presentation related assets to a centralized asset management system
- Translate decks to English and Spanish
- Manage transition and adaptation of decks into templates, both digital and for print

Qualifications

- Bachelor's degree in Art History, Architecture, Design, Library and Information Science, or related field
- Demonstrated experience in archival research, image sourcing, or asset management within a cultural, editorial, or architectural context
- Strong organizational and communication skills, with attention to detail and accuracy
- Familiarity with image databases, rights management, and metadata standards
- Working knowledge of copyright and intellectual property rights, particularly in the context of exhibition and publishing
- Proficiency in Adobe Creative Suite (Photoshop, InDesign), Microsoft Suite, and/or digital asset management systems
- Excellent written and verbal communication skills in English and Spanish

About the Role

This is a junior position ideal for someone interested in the intersection of research, archives, and spatial practice. The Architectural Research Intern will work closely with the Global Head of Research and researchers in Mexico City and London, contributing directly to the development of the studio's exhibitions, publications, and long-term research initiatives. They will also collaborate with the Design, Storytelling, and Business Development teams.

To Apply

Send you CV and Portfolio to atseng@sma.com.mx with the subject: Application for Research Intern MX