

Job title: Administration Apprentice  
Division: Business Support  
Reports to: Business Support Manager

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## About Media 10

Established in 2003, Media 10 is the most awarded media and events company in the UK, with a growing portfolio of 30 live events covering design, interiors, lifestyle and construction. As well as Media 10 being specialists in the events sector, the Company's creative flare produces well established publications and a series of award-winning magazines and websites.

We not only enjoy what we do, we love it! We are passionate about delivering the very best results in everything we do and expect our team members to have the same passion.

## The Candidate

This role would suit a school leaver who is looking for their first career step into a fast-paced, vibrant and exciting company. You will understand the importance of systems and processes and be a stickler for accuracy and detail, whilst being able to multi-task and of course remain calm under pressure.

Ultimately, we will need to see that you are a confident communicator at all levels and can remain cool headed when faced with change and pressure. You may be privy to confidential information, so you need to be trustworthy and professional at all times.

As you will be working within the Business Support Department, you will become involved with all other aspects of administration to support the whole office.

## The Role

### Reception

- Answer the phones in a professional and timely manner
- Keep the reception area clean and tidy
- Greet all visitors and offer refreshments
- Deal with all deliveries and orders
- Keep kitchen area clean and tidy
- Update forest of faces
- Other duties as and when required

### Administration Assistance

- Record attendance for entire company on a daily basis
- Help the Business Support Manager wherever needed
- Liaison with Studio on business cards for new staff, replacement cards when requested
- Order supplies for the kitchen and office
- Help to organise summer and Christmas parties
- General administration support for the whole office

## Our Brands

### Grand Designs Live

The Grand Designs brand is unique and internationally renowned. It all started with the incredibly successful TV series that has been on our screens for over two decades. The portfolio now includes the biannual Grand Designs Live event and a suite of content products. Grand Designs Live has established itself as the UK's number one consumer show for design and innovation for the home. We launched the show in 2005, and it's been hailed the UK's most successful exhibition launch in the last decade. The event across London's Excel and Birmingham's NEC, attract over 160,000 visitors each year, with over 500 exhibitors at each show. [www.granddesignslive.com](http://www.granddesignslive.com)

### Grand Designs Magazine

Grand Designs magazine is the UK's best-loved self-build title. Published 13 times a year, it is an invaluable resource of ideas and inspiration for self-builders, renovators and home improvers. Each issue includes amazing

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homes, how-to-project guides, kitchen and bathroom design ideas, the latest architecture news, and Kevin McCloud's column. Plus, unmissable tours of the amazing TV houses. [www.granddesignsmagazine.com](http://www.granddesignsmagazine.com)

### Home Interest

The Home Interest division is renowned for the UK's largest and longest standing consumer show, the Ideal Home Show. Spanning across 17 days and welcoming over 200,000 visitors, the Ideal Home Show is *the* consumer event. Alongside the flagship event sits Ideal Home Show Scotland and Christmas, which welcomed a combined total of 140,000 visitors. The Home Interest Division is also responsible for the Eat & Drink Festival, the Cake & Bake Show, Good Homes magazine, and a number of digital platforms. Annually, the Home Interest Division reaches 2,200,000+ consumers. [www.idealhomeshow.co.uk](http://www.idealhomeshow.co.uk) [www.thecakeandbakeshow.com](http://www.thecakeandbakeshow.com)  
[www.eatanddrinkfestival.com](http://www.eatanddrinkfestival.com)

### Good Homes Magazine

Good Homes portfolio offers its audience the ultimate tool kit of decorating ideas and shopping inspiration to update their homes. From on trend styles, colours, patterns, and fabrics, to the best high street buys, uplifting real homes and clever makeovers. The magazine, website, newsletters, social platforms, and room sets comprises an ideal mix of practical tips, expert advice and real-life inspiration, including at a live event. [www.goodhomesmagazine.com](http://www.goodhomesmagazine.com)

### 100% Optical

Since launching in 2014, 100% Optical has quickly established itself as the largest optical event in the UK, attracting 9,570 UK and international visitors, and more than 200 exhibitors. Organised in partnership with the Association of Optometrists (AOP), the annual show provides a platform for professionals to:

- Source the latest eyewear, technology and solutions for their businesses
- Gain invaluable CET points as part of our world-leading education programme
- Network with fellow industry peers through one-to-one meetings and parties

[www.100percentoptical.com](http://www.100percentoptical.com)

### Clerkenwell Design Week

Clerkenwell is home to more creative businesses and architects per square mile than anywhere else on the planet, making it truly one of the most important design hubs in the world. To celebrate this rich and diverse community, Clerkenwell Design Week has created a showcase of leading UK and international brands and companies presented in a series of showroom events, exhibitions and special installations that take place across the area.

The award-winning CDW has firmly established itself as the UK's leading independent design festival. [www.clerkenwelldesignweek.com](http://www.clerkenwelldesignweek.com)

### ICON

ICON is one of the world's leading architecture and design magazines, published quarterly in print and sharing news daily online. We interview the most exciting architects and designers in the world, review the best new buildings and analyse the most innovative and influential design trends. Beautifully presented and accessible, rigorous and insightful, ICON shows you what's happening in architecture and design today – and what it means for the future. [www.iconeye.com](http://www.iconeye.com)

### OnOffice

Founded in 2006, OnOffice is the world's leading publication for the commercial architecture and design community. Featuring cutting-edge workplace design, projects from the hospitality, education and retail sectors, interviews with leading industry figures, and the latest design news, OnOffice is an indispensable read for design lovers everywhere.

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### UK Construction Week

UK Construction Week launched in 2015, and very quickly became the largest trade exhibition for construction professionals in the UK. Since then, it has gone on to win best trade show in the UK for the 2019 edition.

The division also has a range of digital products, including the Construction Buzz news platform, that delivers up to the minute news to over 175,000 industry professionals every day.

The construction division delivers regular virtual events, conferences and webinars meaning we have the most holistic approach for brands wishing to reach customers in the construction sector.

### Trending Now

Trending Now is our rapid growth email newsletter and content business. By the end of 2022, there will be around 30 live Trending Now's, each targeting a different market. Each one is a carefully curated collection of the best writing in that market, from approved sources. Our Artificial Intelligence helps to build a website and email that is essential reading for people in the market and is delivered to them daily or weekly. We monetise the audience through lead generation, branded content, and display advertising on both the newsletter and related website. [www.trending-now.co.uk](http://www.trending-now.co.uk)