

Media 10

Established in 2003, Media 10 is an award-winning media and events company. Its influential magazines and websites include ICON, Good Homes and Grand Designs, among others. Everyone at Media 10 shares a passion for delivering the very best results, an enthusiasm that has seen the company and its products go from strength to strength over the course of its 19-year history.

The brand

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

OnOffice belongs to Media 10's Design Division which comprises two events (Clerkenwell Design Week and Design London) as well as two publications (ICON and OnOffice).

Role specification

OnOffice magazine is looking for a creative and highly motivated associate editor to contribute original ideas and energy to its small team in London creating one of the industry's leading magazines on workplace design and culture.

Tasks will include managing the day-to-day operations of the publication, collating ideas for the brand and seeing them through from start to finish across print, digital and social. You will actively research new projects and news, as well as source strong leads for profile pieces and interviews.

This is predominantly a writing, editing and content-producing role, so good writing and editing skills with journalistic experience and a keen interest in design and architecture are essential. Commissioning and copy-editing are also part of the role, as is attending industry events. Flexibility will be required as travel or industry events may take place on weekends or in the evenings in the UK or abroad.

Knowledge of the office design and furniture industry and a strong contact book beyond London is preferable but not essential. The ideal candidate will be creative, detail-oriented and organised with previous experience of working in publishing. An eye for good design and aesthetic sensitivity are essential. Proficiency in any European language such as Italian, French, German, Danish or Swedish is desired although not essential. This is an exciting opportunity to work for a growing brand and potentially progress into a more senior role in the future.

The role calls for a journalist with a successful track record working for a magazine, newspaper or digital platform. Excellent writing and editing skills are essential. Experience in writing about architecture and design is preferred.

Key responsibilities:

- Assist Editor in Chief with the day-to-day management and running of OnOffice magazine and brand extensions
- Check content, spelling, style and grammar of submitted work for print and digital
- Edit, revise and rewrite copy to maintain high editorial standards
- Research and fact-check copy for print and digital
- Commission, guide and lead writers in developing features and devising story angles
- Help source imagery, file submissions and upload daily content to onofficemagazine.com
- Gather and manage freelance contacts from around the world including writers, illustrators and photographers
- Write engaging copy for the magazine, website and brand extensions

- Recommend and solicit suggestions for content for print, web and newsletters, and present to Editor in Chief
- Attend press events in the UK and abroad on behalf of OnOffice
- Promote OnOffice via social media

Skillset

- Excellent writing and editing skills, with a portfolio of published work
- Creative, imaginative and able to generate ideas
- Organised and able to meet strict editorial deadlines
- Interculturally competent and comfortable travelling abroad
- Proficiency in software such as InDesign, Microsoft Office suite, WordPress and Photoshop
- Experience with content management systems
- Knowledge of SEO and keyword research
- Confident, cooperative and communicative
- Calm under pressure and able to prioritise effectively
- Experience of working in a pressurised and fast-paced environment