

Job Title: Chief Sub Production Editor  
Department: Editorial – Grand Designs  
Report to: Editor

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## About Us

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 owns 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 Brand

The Grand Designs brand is unique. It includes the UK's most-watched property TV show, which regularly draws in millions of viewers and has a devoted following. Grand Designs magazine is a vital part of the brand identity, inspiring self-builders and renovators to build the home they long to live in. It is a design-led source of the latest architecture and construction ideas to enthuse and inform those working on a project. The magazine is also a platform for expert advice from across the architecture and homebuilding industry, offering readers guidance for each stage of the process.

## What is expected of you

The Chief Sub/Production Editor's role is to deliver all the editorial and advertorial copy content for the brand to a consistently high standard, in line with the Editor's expectations. In tandem with the Editor's vision, they are responsible for defining and maintaining the brand's voice and tone across all platforms (this includes print, digital, social, newsletters and experiential).

## Main duties include:

- With the editor, develop and maintain distinctive, original and appropriate copy for Grand Designs
- Assisting the Editor and Art Director in running the production process and managing freelance sub-editing staff
- Assisting the Editor in creating a voice and tone for the brand that can be referenced across all platforms
- Creating editorial schedules and workflows for the monthly magazine, supplements and brand extensions
- Creating weekly schedules, ensuring all internal deadlines are met
- Liaising with the in-house marketing and advertising teams, ensuring that all processes are running smoothly and offering support when needed
- Working closely with in-house design teams, ensuring that all content assets are delivered to them on time and proofs made ready according to schedule
- Editing and proofing all editorial and advertorial pages in print along with digital marketing content
- Co-ordinating internal and external proofing and amends processes
- Ensure all the magazine pages are uploaded according to spec and on time
- Liaising with printers
- Liaise with the Editor to ensure the content production is on budget
- When appropriate, liaise with the printers to ensure standards are met and deadlines adhered to

## What you are good at

An excellent sub-editor, the Chief Sub/Production Editor creates schedules and monitors workflows, working with the editorial team as well as external freelancers.

You will need to be adept at writing creative headlines and sells, be able to edit copy to ensure it is accurate and in house style, *be fast and accurate*, and always remain calm under pressure.

- Experience across a range of appropriate top-level consumer/specialist brands
- Ability to interpret strategic vision of a brand into a distinctive copy style, and maintain this consistently across a range of platforms
- Ability to lead and set clear objectives for staff and freelance contributors
- Excellent organizational skills, including time and budget management
- Excellent knowledge and proficiency in industry-standard software, eg InDesign, Word, Photoshop
- In depth understanding of print and digital production processes and systems

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**What we will do for you**

- Make you feel like part of a family
- Know your name – you're not just a number here
- Encourage you to develop your skills, strengths and career
- Recognise your contribution and hard work
- You will get to work on the best brands in the industry
- Make sure you're never bored
- Love our company parties
- Make sure you have fun – because we do have fun