



About Us

Events and experiences that win hearts, minds – and awards. We create them, develop them and deliver them. Down to the last detail. And from humble beginnings as a team of 10 back in 2003 (We're Media 10 for a reason!) we're now a line-up of over 250 of some of the most talented people on the planet, priding ourselves on our entrepreneurial heart & soul with is balanced out by our gravitas that comes from our 15-year track record of creating industry 'firsts' & delivering excellence. Our knowledge is unrivalled, our passion infectious and our parties legendary! Above all, we're committed to transforming brilliant ideas into award winning content. And because we're a truly independent company, we're able to give our people the creative freedom that's led us to being one of the most decorated companies in the industry.

The Brand

Media 10 is an award winning media and events company. A leading brand in the industry, the company runs some of the most iconic and successful magazines and events in the UK. These include award-winning consumer shows such as Grand Designs Live, Ideal Home Show and trade shows including 100% Design and Clerkenwell Design Week. The magazine portfolio includes consumer titles Grand Designs, Good Homes, Utopia Kitchen & Bathroom and Gurgle, plus trade titles Icon, Onoffice and Clerkenwell Post. Media 10 is passionate about delivering the very best results and has won more than 100 industry awards over the past 15 years.

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.

The Role

The Feature Assistant's role is to devise and deliver features, as directed by the Editor and senior publishing team. This responsibility includes creating and implementing distinctive, original and appropriate content for Grand Designs across brand platforms including print, digital, social and experiential. The Feature Assistant also takes responsibility for representing the brand externally, as directed by the Editor, and provides general administrative assistance to the wider team.

- Attend editorial planning meetings and contribute feature ideas
 - Stay up-to-date with relevant industry launches, news and innovations
 - Liaise with internal departments to ensure all feature elements are on time and on budget
 - Research and write articles for each print issue, online and brand extensions
 - Ensure feature copy and image details are always up-to-date and correct as pages move through the editorial production process
 - Compile the biannual Grand Designs Live editorial preview, working closely with the show features team, sales, sponsorship and marketing departments
 - Aid the editorial team with additional picture and copy research as required
 - Maintain the magazine's contact lists
 - Provide assistance to readers, contributors and internal departments
-
- Attend relevant press shows on behalf of Grand Designs magazine and maintain good relationships with PRs
 - Attend and take part in Grand Designs Live London and at the NEC Birmingham



About you

This is an entry level position, so we're not expecting you to have heaps of experience on paper! Ideally you will have completed a college or university course in a relatable subject (media, journalism, publishing or perhaps even architecture or design!) and have some intern / work experience under your belt within a media or publishing capacity.

To be successful in this role you will need to be a self-starter, have initiative, be hardworking, personable and above all passionate about pursuing a career in publishing long-term. We're particularly interested in candidates who can bring these qualities to life at interview.

Knowledge of Word and Excel is essential for this role, and any experience of using Indesign or a CMS system would be desirable.

What we'll do for you:

- Make you feel like part of a family and know your name – you're not just a number here!
- Give you a bespoke career development plan to encourage you to develop your skills, strengths and long-term career
- Recognise your contribution and hard work
- Ensure you get to work on the best brands in the industry

Our other benefits include:

- Generous holiday allowance
- Company pension plan
- Free tickets to all our events for you, friends and family
- Free magazines from our portfolio and a 50% discount on all subscriptions
- Discounted gym membership
- Discounts in local stores
- Free eye tests and subsidised glasses
- Season ticket loan
- Childcare voucher scheme
- Bonuses tied to length of service
- The Media 10 awards. Every year, you vote for the winners – who are then whisked off to an all-day lunch with our CEO.
- Two HUGE parties at Christmas and in the summer – all expenses paid. Check out our Instagram for more details.
- Fruit 24/7