

About us

Media 10 is an Events and Publishing business, with its HQ based in Loughton, Essex. 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 275 people across our Loughton, Shanghai, South Africa and Scotland offices.. We pride ourselves on producing content and experiences that win hearts, minds – and awards! And whether that's in the form of an exhibition, event, website, magazine or digital platform, we create, develop and deliver it in-house, down to the very last detail. Put simply, our knowledge of the industry is unrivalled, our passion infectious and our parties legendary! 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

CONTENT EDITOR, Icon and OnOffice

THE BRAND

Every month, ICON presents and critiques the best in international design and architecture. Featuring everything from landmark buildings and the biggest industry names to innovative new studios and reviews of the latest exhibitions and books, ICON stands apart through its commitment to the highest-quality editorial, design and photography.

OnOffice is the UK's leading publication for the commercial architecture and design community. Informative, inspiring and stylish, OnOffice covers cutting-edge workspaces, profiles key industry figures and keeps architects, designers, manufacturers and other key decision-makers up to date with the latest industry trends and news.

ROLE SUMMARY

The Content Editor, ICON and OnOffice, is an experienced multi-platform journalist, with excellent written skills and a passion for the world of design, architecture and contemporary culture. S/he will have a wealth of industry and freelance contacts to plan, create and edit editorial content for our leading design brands, project managing our digital content day-to-day and contributing editorial content across platforms.

You'll be used to using data intelligence to identify trends, generate ideas and get right to the heart of what engages audiences. You'll have the insight to create content across all platforms, including online, web and social, and have no problem tackling tasks as diverse as interviewing a leading architect for an in-depth profile or keeping our Twitter feed buzzing with live news that engages our global audiences in real time.

Reporting to the Editors of both brands, and working with the company web editor, the successful candidate will project manage the digital presence for these leading magazines, creating compelling multi-platform content with an emphasis on digital, as we put in place exciting initiatives to grow our UK and global audiences of high-end designers, architects and influencers.

Remit & Responsibilities

The Content Editor's role is to produce interesting editorial content, operating on a multi-platform basis and project managing each brand's digital output day-to-day. S/he should be able to implement the brand vision set by the Editor and generate content that fulfills that vision in an appropriate way across brand platforms.

As a creative journalist, the Content Editor should be brimming with ideas for editorial content and be equally skilled with making those ideas happen in writing within agreed schedules and

appropriately to the platform, whether digital or print. S/he will report to the Editor and work closely with other members of the ICON team to ensure their content fits with the overall brand strategy.

The Content Editor will:

- Come up with ideas for digital content primarily but also across platforms
- Produce and repurpose content appropriately for all platforms, primarily web and social media
- Project manage each publication's digital content day-to-day
- Write and edit features
- Assist with the production of the print magazine and project manage the digital content publishing
- Communicate effectively with the Editor of each brand
- Co-operate with the commercial team
- Attend industry and press events on request

Role Specification

This role requires an experienced journalist with excellent teamwork skills as well as creativity, digital and production experience across print and digital platforms. A background of editing audio or visual content is also desirable. Our ideal candidate will have all (or most) of the following:

CONTENT CREATION

- Specialist knowledge of architecture and design
- Excellent writing skills
- Experience managing and producing digital content including web and social media
- A portfolio of engaging content created for multiple platforms
- Creativity and the ability to evolve ideas from concept to finished feature
- Knowledge of the industry and a wealth of industry contacts

DIGITAL

- Experience of creating content to maximize traffic and engagement with target audiences
- Familiarity with using search and social data, plus market intelligence, to generate content ideas for all platforms
- Working knowledge of data and social analytical tools (e.g. Google Analytics, SEO MOZ)
- Familiarity standard CMS systems and social tools used to post content

PRINT PRODUCTION

- Excellent organization and personal skills
- Experience of working on a print magazine
- Excellent sub-editing skills
- Familiarity with standard software e.g. InDesign and Photoshop
- Commercial awareness