

Job Description

Job Title: Assistant Deputy Editor

Reports to: Editor

The Company

The Fastener + Fixing portfolio is the undisputed leading global media platform for the market, providing respected and insightful content in print and online. Since its launch in 1998, the flagship magazine has developed a world-renowned industry reputation.

Mack Brooks Exhibitions is a leading international exhibition / trade fair organiser and publisher of business to business events, within a range of engineering, transport, trade and technical sectors. Established in 1965, the company is part of Reed Exhibitions, a division of RELX Group. RELX Group is a global provider of information and analytics for professional and business customers across industries.

The Position

As a result of continuous growth, we have an opening for a literate, motivated and accurate individual, keen to develop their editorial and reporting skills for our Fastener & Fixing magazine as well as the two online platforms fastenerandfixing.com and fastfixtechnology.com

This role may suit a graduate who is committed to developing a career in media (magazine and website publications), that relishes the opportunity to work in a small, motivated team. The right candidate will be able to adapt and develop their written communication skills to meet the needs of an engineering oriented, business to business market and to progressively take on more editorial responsibility.

Key Responsibilities

- Managing and developing editorial databases.
- Coordinating email schedule and creating content specific campaigns
- Organising and filing articles for relevant editions of the magazine.
- Accurate proofing and editing of editorial content for both magazine and website.
- Taking early responsibility for the development of specific areas of the magazine.
- Working with clients, agencies and news partners by phone and email.
- Attending exhibitions and industry events to build a sound working relationship with businesses throughout the fastener sector.
- Developing the industry knowledge and skills-base to travel occasionally to visit companies and events in order to write in-depth insight articles

Skills, Knowledge, Experience:

Essential

- A formal qualification in Journalism, English, engineering or Economics to degree level.
- Demonstrable B2B editing and reportage writing ability.
- Strong interpersonal and organisational skills
- Proficiency in IT and use of the web for research.
- Responsive and able to work with initiative to meet strict deadlines.
- Excellent command of English. A second European language would be distinct advantage

The duties and responsibilities in this job description are intended to be indicative but not exhaustive of the responsibilities of the post holder.

As Mack Brooks develops, the requirements of the job may develop and change. The post holder will be expected to adapt to these changes.