



Editorial/admin assistant

Salary: £24k per annum

Start date: ASAP

Deadline for applications: 20 August

Contact: Via email only: editorial@aplmedia.co.uk. Please note that only successful candidates will be contacted.

Contract: Permanent

APL Media is seeking an enthusiastic editorial/admin assistant to join its friendly team in Kentish Town.

The role

APL Media is a creative media agency based in north London, specialising in content for the travel and lifestyle sectors. Its flagship titles are *National Geographic Traveller* (UK) and *National Geographic Traveller Food* (UK). Over the past 20 years, the company has expanded to incorporate a booming events programme, the high-profile Travel Media Awards and a lifestyle content division.

APL Media now has a new entry-level position available for a dedicated, organised individual who is interested in taking their first step towards a career in travel and lifestyle. The role would suit someone who's willing to give 100% to any job they do, however big or small.

The basics

The ideal candidate will be someone looking for a challenge — someone who's able to provide organisational support to the editorial team and ensure the smooth running of the department. They'll be happy to learn on the job, manage a busy diary, coordinate internal and external meetings and perform administrative duties. From picture research and assisting with events to uploading online content, they'll show a willingness to learn, keen enthusiasm and great people skills.

Journalism skills are useful, as there'll also be the opportunity to work across our titles, including some writing — **although please note, this is primarily an admin/picture research role, not a writing position.**

What we'd expect

- Proficient on a Mac and in Adobe Creative Cloud (InDesign) and MS Office, as well as being web savvy and social media savvy
- Excellent communication skills
- Excellent organisational skills
- Proactive and flexible approach to work and a strong ability to prioritise
- Ability to work autonomously and show initiative
- Database organisation skills and ability to look after confidential information when required

- Ability to work to tight deadlines
- Positive attitude and can-do approach

Job spec

- Picture research and assisting with the management of the picture desk for syndication — this will be potentially approximately 50% of the role to start
- Admin duties — this could include being the first point of contact for the department, answering the phone, liaising with writers, organising press releases, organising events and interviews and taking on responsibility for the daily diary
- Some writing, pre-copy subbing and proofing including advertorials
- Compiling research for the editorial team and maintaining an understanding of all products
- Uploading online content across all online titles
- Updating websites and media packs
- Reporting to — and assisting — the editorial director
- Assisting with the internship programme
- Maintaining the back-catalogue database
- Other ad hoc duties as required

What else?

Please send a copy of your CV with a cover letter stating what makes you a suitable candidate for this position. Only successful candidates will be notified.

How to apply: Via email to editorial@aplmedia.co.uk

About us

APL Media Limited is based in Kentish Town, London. Over the past 20-plus years, the company has focused on travel and lifestyle content for the consumer and trade and has built a friendly, loyal and experienced team. aplmedia.co.uk

Our titles

Trade: *Postcards, ASTA Worldwide Guide*

Consumer: *National Geographic Traveller (UK), National Geographic Traveller – The Collection, National Geographic Traveller Food (UK)* and newspaper inserts.