

# OCULA

**Job Title:** Editorial Assistant

**Location:** London

**Employment Type:** Full-Time

## **About Ocula:**

Ocula is a leading online contemporary art platform that connects collectors, galleries and institutions. Through its flagship publication, Ocula magazine, we publish in-depth interviews, critical essays and timely analysis on the artists, exhibitions and ideas driving the global art world. With a global focus, a strong Asia Pacific presence and an expanding international readership, Ocula magazine is a respected voice in contemporary art discourse.

Now based in London following over a decade in Hong Kong and New Zealand, Ocula magazine is relaunching with a new editorial team. We are a destination for intelligent, original storytelling and genuine commentary on the art world, offering human angles on stories that surprise readers and get them talking. As a digital-first publication, we bring fast-paced creativity to the art media landscape. We offer a comprehensive insight into the forces shaping the business and politics of art, from inside and out.

## **The Role:**

Ocula is seeking an Editorial Assistant as its magazine relaunches under a new Editor-in-Chief. The successful candidate will be in the early stages of their career, but will have some experience on a magazine or newspaper, especially in a digital-first environment. They will be highly organised and a confident writer, with a willingness to tackle both editorial and administrative tasks with enthusiasm. They will have a clear interest in visual art and culture.

The Editorial Assistant will be responsible for maintaining editorial calendars and monitoring workflows, conducting image research and fact checking, and contributing to all other elements of digital production. They will support the editorial team by liaising with freelance contributors, galleries, artists and PRs, and will respond to general editorial enquiries. They will also contribute regularly to Ocula's news coverage, and will have the opportunity to write across other verticals. This is a junior role for a creative and versatile individual who thrives on the fast pace of the digital media sphere, with opportunity for development within a small and ambitious team.

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## **Key Responsibilities:**

- Research and maintain a forward diary and exhibitions calendar
- Assist in managing digital production schedules
- Research, request, license and caption images
- Assist the sub-editor in fact checking stories
- Upload stories to Ocula's CMS
- Liaise with freelance contributors regarding invoices and bios
- Contact artists and galleries to arrange interviews and share published stories
- Attend regular editorial meetings and update workflows accordingly
- Pitch and write news, features and exhibition previews
- Stay attuned to major developments, voices and movements in the art world

## **Skills Required:**

- Some experience in a digital-first journalism environment
- Ability to work collaboratively in a fast-paced environment
- Excellent organisational skills
- Confidence working to deadline
- An understanding of image rights and licensing
- Strong writing skills, with the ability to keep copy succinct and to-the-point
- Some experience of sub-editing and digital production
- An interest in the international contemporary art world and market
- A global mindset, with sensitivity to diverse cultures, audiences and contexts

## **How we work:**

- Unparalleled exposure to the contemporary art market
- Flexible working environment
- Opportunity to work with a fun, passionate and collaborative team helping to shape the future of an exciting and creative industry

**To apply for this role, please send your CV and a cover letter to [careers@ocula.com](mailto:careers@ocula.com) by the end of the day, Monday 23 March 2026.**