



A Q U E N T

Studio Manager

Job Information

Recruiter

Aquent LLC

Hiring Company

A global leader in marketing solutions

Job ID

1486167

Industry

Internet, Web Services

Company Type

Large Company (more than 300 employees) - International Company

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Contract

Location

Tokyo - 23 Wards, Shinagawa-ku

Train Description

Yamanote Line, Osaki Station

Salary

6 million yen ~ Negotiable, based on experience

Holidays

土日祝日休み

Refreshed

July 16th, 2024 09:27

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Studio Manager will work with Creative Directors and functional marketing managers to lead partners through the full cycle of program management. From project initiation to planning to execution, studio management ensures that quality work meets all program objectives and is delivered in a timely, cost-effective manner. They manage collaboration by serving as the single

point of contact between the creative team and any stakeholders. Studio Managers and Project Coordinators drive the entire creative production process—from consulting on briefs to resourcing (sometimes outsourcing), production, asset delivery, and archiving. This role will also be expected to wear a hat as a Project Coordinator to drive the projects.

Required Skills

Project management: Manage marketing communications projects across media in a highly matrixed organization, track and report on the creative process, and move the process forward on time, on budget, and most of all, on its brand. They guide the Studio through the entire customer journey across all surfaces and define timing, scope, budgets and resourcing.

Clear communication: As the account manager for internal clients and stakeholders, Studio Managers must have strong interpersonal skills and be able to effectively manage stakeholder expectations while simultaneously upholding the vision and standards of the client's studio. They work with teams including Campaign, Performance Marketing, and A.com, and partner closely with Serve to be the source and hub of information for creative teams.

Problem-solving ability: Setting appropriate expectations, managing conflict, and tracking resources is challenging. To succeed, Studio Managers need strong problem-solving skills and must negotiate deadlines and deliverables with stakeholders, making appropriate resource trade-offs in a fast-moving and ever-changing environment.

Artistic sensibility: While studio management is primarily a project management function, Studio Managers should understand the client's creative standards and vision, and assist in enforcing guidelines and routing questionable materials to Creative Directors for review.

Technical proficiency: Studio management roles require a firm understanding of software programs like Microsoft Word, Excel, and PowerPoint, as well as project management software such as Wrike or Workfront.

This would be a dispatcher position at one of Aquent's client companies, a global leader in digital media and digital marketing solutions.

Required Skills

The role encompasses all of the attributes mentioned in the Studio Management Overview, plus:

- 3+ years of experience in a creative agency or related field.
- Hold a bachelor's degree in business or related field of study.
- Demonstrate exceptional verbal, written, and presentation skills.
- Work both independently and as part of a team.
- Show competency in Microsoft Office including Word, Excel, and Outlook. Knowledge of a project management program like Wrike or Workfront is a plus.
- Understand file management, transcription, and other administrative procedures.
- Work well on tight deadlines.
- Ability to collaborate and facilitate process—Actively contribute to the effectiveness of the Studio team.
- Assist Studio Managers and provide administrative support.
- Create and monitor project schedules and calendars in Wrike and ensure deadlines are met.
- Schedule meetings/calls and record notes in each meeting.
- Track and communicate project status with internal and cross-functional teams.
- Organize, attend, and participate in stakeholder meetings.
- Document and follow up on important actions and decisions from meetings.
- Work with Creative team leads to assign projects, communicate progress to team members and other stakeholders, and manage project budgets.

Company Description