



## PR/117749 | Event / Projects Programming Manager (Japanese Speaking)

### Job Information

**Recruiter**

JAC Recruitment UK

**Job ID**

1504206

**Industry**

Retail

**Job Type**

Permanent Full-time

**Location**

United Kingdom

**Salary**

Negotiable, based on experience

**Refreshed**

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### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**Job Title: Programming Projects Installation Manager**

**Reports to: Head of Programming Projects**

**Location: Central London**

**Hours: Full time, with occasional out-of-hours requirement**

**Salary: £36,000 to £38,000, depending on experience**

**Accountabilities**

- Development and coordination of multiple installations for Booth B
- Development and coordination of multiple installations in the Library
- Development and coordination of Travel Information area displays
- Installation support for Gallery exhibitions
- Execution of duties in an effective manner
- Facilitation of a professional working environment
- Maintenance of accurate records
- Monitoring of display exhibition budget
- Reporting collated data

**KEY DUTIES**

- The management, coordination, development, implementation and reporting of installation of exhibition displays in Booth B on the Ground Floor and other exhibition installation projects– to include:
  - Planning the yearly programme of Ground Floor Booth B installations together with the Programming Team and the curatorial consultant team in Japan
  - Developing, planning and executing the installations in Booth B on the Ground Floor: organize loan agreements, insurance and shipping of installation contents from Japan and coordination of art handlers
  - Researching, developing and writing the necessary educational literature to accompany the installations, products and other activities, providing guidance and maintaining the brand
  - Preparing all banners and POP labels for exhibition displays in Booth B
  - Briefing the Marketing and Communications Team on information about the Booth B display exhibition
- Providing Retail Team with timelines and detailed plans for Booth B installation including space available to place any related retail products
- Research and prepare cost estimates, develop and successfully manage budgets and quality
- Create and manage the production schedule of all design elements, fabrication, and installation requirements for displays
- Ensure the accuracy of technical drawings.
- Work sustainably, including recycling and reusing materials where possible.
- Effectively working closely with creative partners and external consultants in Japan
- Fully support the various needs of the programming team with regard to communication and coordination

**Other Exhibition and Display Areas**

- Provide essential and practical support to other exhibition installation projects as required. This includes the major exhibitions in the Gallery on the Lower Ground Floor.
- Planning, developing and executing the yearly programme for displays in the Library on the Lower Ground Floor
- Planning, developing and executing the yearly programme for displays in the Travel Information area on the Ground Floor
- Provide guidance in terms of exhibition design, construction and practical solutions to collaborators enabling them to realise their creative vision.
- Create and support the production schedule of design elements, fabrication, and installation requirements for exhibition displays and ensure work is properly organized and supervised to meet demanding exhibition deadlines.

**Technical and Logistical**

- Work closely with internal teams (Programming team, Operations and Security team) and contractors, ensuring best quality of temporally building practices.
- Ensuring other technical and logistical needs of programmes and venue requirements are met, including OH&S and risk management

**Professional Qualifications Knowledge & Experience****Essential**

- Educated to degree level or equivalent qualification in a relevant field
- At least 3 years' professional experience in a similar role with responsibility for, administration, handling and logistics management of exhibition displays
- Right to work in UK
- Proven skills managing exhibition or retail display production and/or installation.
- Proven ability with art handling, art storage, packing, rigging and transportation.
- High level of proficiency in full MS Office suite
- Exhibition object handling logistics, including packing standards, medium specificity and packing material.
- Use of CRM and other software systems
- An understanding of Japan and Japanese cultures
- Experience of working with or in Japan
- Experience of working in an inter-cultural environment
- Project Management experience
- Budget management experience
- International shipping management experience
- Japanese language skills to native level**
- English language skills to professional level
- Ability to translate effectively between English and Japanese

**Desirable**

- Additional training/courses completed in associated areas advantageous e.g. art handling, project management, IOSH, logistics
- Working knowledge of Vectorworks, CAD or other drafting software
- Knowledge of art/museum security systems and procedures
- Proven professional experience with graphic design and installation construction
- Exposure to sector (Interior Design, Architecture, Museum, Arts, NFP, Heritage or Tourism Development) preferred

**Capabilities**

- Japanese language and the ability to translate effectively between English and Japanese
- Excellent written and spoken English
- Ability to work within a project management methodology
- Ability to work independently as well as collaboratively, working effectively and closely with, internal teams, creative partners and external consultants in Japan
- Capable of understanding plans and technical specifications and working alongside craftspeople, artists, designers and curators while advising on issues related to design, build, Health and Safety.
- Motivated by carrying out and finishing tasks to high standard within tight deadlines
- Excellent interpersonal and communication skills
- Diplomatic problem-solving skills
- Strong organizational, planning and time management skills
- Ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Able to influence people whilst maintaining tact and cultural sensitivity

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## Company Description