



PR/117869 | Project Manager / Event Manager (Japanese Speaking)

Job Information

Recruiter
[JAC Recruitment UK](#)
Job ID

1525922

Industry

Education

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

April 22nd, 2025 06:00

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
- 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
- Planning the yearly programme of Ground Floor Booth installations together with the Programming Team and the curatorial consultant team in Japan
- Developing, planning and executing the installations in Booth: 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
- Briefing the Marketing and Communications Team on information about the Booth display exhibition
- Providing Retail Team with timelines and detailed plans for Booth 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

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, 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

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Company Description