CareerCross by JAC Recruitment

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

募集職種

人材紹介会社
ジェイ エイ シー リクルートメント イギリス

求人ID
1525922

業種
教育・学校

雇用形態
正社員

勤務地
イギリス

給与
経験考慮の上、応相談

更新日
2025年04月22日 06:00

応募必要条件

職務経験
3年以上

キャリアレベル
中途経験者レベル

英語レベル
ビジネス会話レベル

日本語レベル
ビジネス会話レベル

最終学歴
短大卒： 準学士号

現在のビザ
日本での就労許可は必要ありません

募集要項

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

- **<u>Japanese language skills to native level</u>**

- 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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会社説明