



## PR/117939 | Projects Coordinator (Japanese Speaking)

### Job Information

**Recruiter**

JAC Recruitment UK

**Job ID**

1538384

**Industry**

Other

**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:** Projects Coordinator

**Location:** Central London

**Hours:** Full-time of 40 hours per week (core hours from 10am to 3pm)

**Salary:** £32,000 to £36,000(dependent on experience)

### Key Duties

#### Exhibitions and Displays Support

- Developing, coordinating, and executing exhibition programme under the supervision of the Head of Programming Projects, including drafting proposal documents, graphic and creation overviews, and project management timelines, supporting curatorial research and content development, and preparing documentation for exhibition logistics.
- In close partnership with Programming Exhibitions team members, help to ensure exhibition installations and de-installations are conducted efficiently and on time, including managing and coordinating vendors, designers, and content holders. At critical points during exhibition implementation, such as order placement and during installation and deinstallation, such work may not align with conventional office hours.
- To manage all relevant insurance and shipping requirements for exhibitions both on-site and off-site.
- Helping artists, content holders and other exhibition-related members with travel and accommodation planning and support

during visits.

- To be responsible for all exhibitions and display storage in the studio and that the area is left tidy and organized at the end of each exhibition.
- Conducting the daily maintenance of exhibitions and care of art works/display objects, including physical handling, packing and unpacking, crating, re-framing and storage, and managing the storage of non-displayed loaned/owned objects.
- Ensuring other technical and logistical needs of programmes and venue requirements are met, including OH&S and risk management

### **Collaboration and communication**

- Liaising in English and Japanese with a range of stakeholders in Japan and the UK to develop and deliver exhibitions.
- The Programming Projects Coordinator (Exhibitions) is required to fulfil reporting tasks that contribute to the exhibition project management process, quarterly departmental reports, Team and organizational KPIs, etc.
- Relationship building with cultural and academic institutions, contractors and individuals in the UK and Japan.
- Working closely with other departments to support creation of content and delivering of exhibitions and ensure marketing, technical and operational needs of programmes are met.

This requires regular coordination across teams in various ways such as the Events Operations Meeting.

### **General Responsibilities**

- Monitoring and maintaining any assigned budgets
- Sourcing products and services and completing internal financial processes in the correct manner
- Occasional support and delivery of other projects with other members of the Programming team or other departments.
- Coordinating with team members to respond to any questions or requests for clarification
- Managing resource, administration and marketing relating to programmes
- Fully support the various needs of the programming team with regard to communication, coordination
- Guide and drive development of occasional interns

### **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 executive level correspondence, administration and logistics management and programming

#### **-English and Japanese language skills to professional level**

- Right to work in the UK
- Proven skills managing exhibition production and/or installation
- Strong administration skills with a high level of proficiency in full MS Office
- An understanding of Japan and Japanese cultures
- Experience of working with or in Japan and in U.K.
- Project management experience
- Budget management experience

#### **-International shipping management including customs clearance systems such as NIRU and Carnets**

Desirable

- Additional training/courses completed in associated areas e.g., art handling, project management, IOSH, logistics
- Understanding plans & technical specifications and knowledge of 3D modelling, Vectorworks or other drafting software
- Experience with CRM platforms and other related software systems
- Knowledge of funding application process for artistic and/or community engagement programmes through grants etc
- Exposure to sector (Museum, Arts, NFP, Visitor Attraction, Heritage Destination or Tourism Development)
- Previous experience in a project-office environment
- Experience of working in an inter-cultural environment
- Excellent written and spoken Japanese and English
- The ability to translate effectively between English and Japanese a distinct advantage
- Excellent interpersonal and communication skills with the ability to influence people whilst maintaining tact and cultural sensitivity
- Commitment to creating and maintaining good relationships with individuals and organizations, both in Japan and elsewhere, including leading artists, designers and curators.
- Highly motivated and flexible attitude, suited to a busy environment and able to work under pressure.
- Ability to work within a project management methodology and balance multiple projects and priorities with strong organizational, planning and time management skills
- Ability to work independently as well as collaboratively, working effectively and closely with, internal teams, creative partners and external consultants in Japan
- A participative team player with an inclusive approach towards all colleagues
- Attention to detail and problem-solving skills
- Excellent time-management skills
- A creative mind with an ability to suggest improvements

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Company Description