


**未経験OK バイリンガル職 アーティストを支えるマネージャー Assistant Artist Manager** Exclusive job

アーティストマネージャー人材募集 海外出張有 英語 中国語

**Job Information****Hiring Company**

J-glam Inc.

**Subsidiary**

J-glam

**Job ID**

1538848

**Industry**

Amusement, Entertainment

**Company Type**

Small/Medium Company (300 employees or less)

**Non-Japanese Ratio**

About half Japanese

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Minato-ku

**Salary**

3 million yen ~ 4 million yen

**Holidays**

週休2日制

**Refreshed**

July 21st, 2025 00:00

**General Requirements****Career Level**

Entry Level

**Minimum English Level**

Fluent (Amount Used: English usage about 50%)

**Minimum Japanese Level**

Fluent

**Other Language**

Chinese (Mandarin) - Business Level

**Minimum Education Level**

High-School

**Visa Status**

Permission to work in Japan required

**Job Description****Position Overview**

We are currently seeking a dedicated Assistant Artist Manager to join our team. This full-time position is based in Tokyo,

Japan, and encompasses a broad range of responsibilities pivotal to artist support and management. Key duties include managing daily schedules, overseeing booking and contractual agreements, arranging travel and accommodations, and facilitating promotional efforts. Additionally, the role requires the maintenance of strong artist relations, focusing on their well-being and professional success.

### **Company Overview**

J-Glam, Inc. is a boutique artist management agency, specializing in the representation and career development of artists across various entertainment sectors.

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### **Required Skills**

#### **Candidate Profile**

- Robust organizational skills with the ability to handle multiple tasks simultaneously
- Exceptional communication and interpersonal abilities
- Capability to thrive under pressure and adhere to strict deadlines
- Keen attention to detail with strong problem-solving acumen
- Fluent in English and Japanese; proficiency in Mandarin is highly advantageous

#### **Desirable Qualifications**

- A background in Music, Entertainment Management, or a related field would be beneficial
  - Experience in event planning and coordination is valued
  - Familiarity with the entertainment industry, especially artist management, is preferred
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### **Company Description**