



PR/086778 | Production Coordinator

Job Information

Recruiter[JAC Recruitment USA](#)**Job ID**

1547910

Industry

Amusement, Entertainment

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

July 8th, 2025 16:03

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

Production Coordinator (Hybrid/Los Angeles)

A Japanese entertainment company seeking a Production Coordinator. This role supports the Card Business design and production team by managing logistics, marketing scheduling, asset retrieval, and filing for all Card Business production projects. This role ensures the timely and efficient execution of production, working closely with the Production Specialist and other departments to maintain a smooth workflow across the stages of production.

RESPONSIBILITIES

- Under the direct supervision of the Associate Director of Production, coordinate English (EN) and Foreign Language (FL) design approvals (product, marketing, and sales assets) between the European and Japanese offices and third-party vendors.
- Coordinate with the Production Specialist to assign specific jobs to available designers based on deadlines.

- Work with the Production Specialist and EU to ensure the timely creation of product logos and digital mock-ups to be used by Sales and Marketing
- Work with the Production Specialist in the creation of card images used by the Organized Play team and the production team in product, prizing, and livestream (different formatted versions are needed)
- Maintain the marketing production schedule and communicate with the various departments before assigning jobs in Asana, the project management software
- Maintain Asana task flow and alert designers/design requesters of potential delays or issues
- Follow up with design requesters to ensure jobs are top of mind, moving forward, and correct the status assigned in Asana
- Coordinate the localization of approved EN marketing assets into the FL version (EU and LATAM), ensuring the necessary assets, such as translations and FL graphics, are available to move forward
- Coordinate the intake of art assets (ones that will be used for mats, banners, etc.) with the Production Specialist and Design Team. Tag in Extensis and file it on the server accordingly
- Maintain Extensis meta tag catalog, ensuring all artwork and files (past and present) are correctly tagged and optimized for cross-referencing
- Act as liaison between designer and design requester for miscellaneous requests that require an intermediary (art/copy acquisition, reminders about deadlines, etc.)

REQUIREMENTS

- 1 - 2 years of experience with a collectible or trading card game, printing, or graphic design within the functional area of production required.
- Bilingual Japanese/English skills are a plus.
- Great organizational skills.
- Able to work under pressure.
- Ability to manage multiple projects.
- Work well in a team environment.
- Strong attention to detail and strong work ethic.
- High sense of confidentiality.
- Experience with the Microsoft Office suite.
- Experience with databases (Extensis), scheduling (Asana), and proofing software.
- Strong willingness to acquire new skills and continue to improve upon them.

SALARY & BENEFITS

- \$55,000/yr (DOE)
- Comprehensive health benefits

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Company Description