



## PR/095713 | Creative Content Production Manager

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1553922

**Industry**

Retail

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

September 30th, 2025 04:00

### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

None

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**Job Title:** Creative Content Production Manager

**Location:** Singapore

**Your New Company** A fast-growing fashion and lifestyle brand with a strong regional presence is looking for a versatile and experienced Production Manager to lead creative and physical production initiatives. The company is known for its trend-forward approach and immersive brand experiences across digital and retail platforms.

**Your New Role** As the Production Manager, you'll be responsible for overseeing the execution of creative campaigns, content shoots, retail activations, and brand collaborations. This role requires a strategic thinker with hands-on production expertise, strong vendor management skills, and the ability to coordinate across multiple departments to bring brand stories to life. **Key Responsibilities** 1. Creative & Content Production

- Lead end-to-end production of photoshoots, videos, and social media content.

- Manage logistics including scheduling, casting, location scouting, crew coordination, permits, and travel.
- Align production goals with internal teams such as Creative, Digital, and Merchandising.
- Oversee post-production timelines and ensure asset quality and rights compliance.

## 2. Retail & Experiential Activations

- Manage production of pop-up stores, in-store installations, and seasonal displays.
- Source locations, vendors, permits, and temporary staffing.
- Negotiate contracts and coordinate with suppliers and property owners.
- Collaborate with retail operations and visual merchandising teams to ensure brand consistency.

## 3. Collaborations & Special Projects

- Oversee production logistics for designer and brand collaborations.
- Manage contracts, deliverables, and content approvals with legal and external partners.
- Support consignment projects including sample coordination and partner communication.

## 4. Budgeting & Contract Management

- Own production budgets from planning to reconciliation.
- Negotiate vendor rates and manage service agreements.
- Coordinate with Finance and Legal teams to ensure timely payments and contract compliance.

## 5. Cross-Functional Coordination

- Act as the production lead across departments including Marketing, Creative, Retail, PR, and Legal.
- Proactively identify risks, resolve issues, and maintain project momentum.

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manage multiple timelines and ensure on-time delivery.

## 6. Workflow Optimization

- Define and implement best practices for production workflows.
- Oversee post-production schedules and ensure timely handover of assets to relevant channels.

## Qualifications

- Bachelor's degree in Fashion Production, Marketing, or a related field.
- Minimum 8 years of production experience in fashion, creative agency, or brand-side roles.
- At least 3 years in a senior or leadership capacity.
- Proven experience in managing both digital and physical productions.
- Strong understanding of contracts, supplier terms, and production legalities.
- Established network of vendors, stylists, and freelance creatives.
- Proficient in tools such as Airtable, Trello, Excel, StudioBinder, or similar.
- Excellent project management and attention to detail.

## Ready to Take the Next Step?

Interested applicants, please click [APPLY NOW](#) or send a copy of your updated CV to [Pinru.chen@jac-recruitment.com](mailto:Pinru.chen@jac-recruitment.com) for a confidential chat.

Do note that we will only be in touch if your application is shortlisted.

Chen Pinru  
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EA Personnel: R25130085

#LI-JACSG  
#countrysingapore

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Company Description