



シンガポールの求人なら  
JAC Recruitment Singapore

## 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**

August 5th, 2025 10:50

### 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:** 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.

- M

anage 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  
JAC Recruitment Pte Ltd  
EA License Number: 90C3026  
EA Personnel: R25130085

#LI-JACSG  
#countrysingapore

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.sg/privacy-policy>  
Terms and Conditions Link: <https://www.jac-recruitment.sg/terms-of-use>

---

## Company Description