



## Associate Producer

ギャップジャパン株式会社での募集です。 クリエイティブディレクター・アートディ...

### Job Information

**Recruiter**

JAC Recruitment Co., Ltd.

**Hiring Company**

ギャップジャパン株式会社

**Job ID**

1594182

**Industry**

Apparel, Fashion

**Company Type**

International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

6 million yen ~ 9 million yen

**Work Hours**

09:00 ~ 18:00

**Holidays**

【有給休暇】入社7ヶ月目には最低10日以上 【休日】完全週休二日制 土 日 祝日 年末年始

**Refreshed**

June 11th, 2026 14:01

### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

【求人No NJB2382012】

About the Role:

The Associate Producer is responsible for ensuring that all product photography ( PPOF ) is captured in accordance with product launch dates and that the creative vision is carried out seasonally both through managing the larger product photography production team as well as via direct contribution to the process as the final approver of photo production within Gap Inc digital asset management ( DAM ) systems. The Associate Producer will be able to identify the need for production resources as photography asset grows with business needs. The Associate Producer would have the ability to jump in and

support Marketing shoots as required.

#### What You'll Do:

##### Pre Production

Manage the development and execution of detailed production schedules and plans ensure all production inputs are delivered to ensure effective efficient photography production from the vendor  
 Accountable for the entire pre production process to support on figure and laydown product photography shoots  
 Support the Producer in partnering with the US Styling and Creative teams to align on seasonal PPOF styling and art directions  
 Partner with Stylist on creation of shot lists and supervise the sample coordinator in organize samples for shoots  
 Collaborate with team on a regular basis to ensure consistency in production practices and processes  
 Maintain seasonal creative guidelines briefings and image standards  
 Supervise the styling team to confirm vendor talent to execute the brand marketing's creative vision for each shoot  
 Maintain close ties with cross functional business partners and the studio vendor in terms of timelines deliverables budgeting  
 Maintain clear communication with Marketing and Site Merchandising teams in terms of briefings timelines and deliverables  
 Lead weekly meeting with the vendor various business partners.

##### Production Shoot

First point of contact for any production concerns during the day of shooting  
 Responsible for kicking off the shoot week and informing the team of expectations  
 Conduct production check ins if/when necessary  
 Managing any vendor issues/disputes

##### Post Production

Review all PPOF assets for quality assurance both proactively in response to business partner feedback to deliver color consistency image alignment file size format specifications aligned with brand direction  
 Partner with stylist sample coordinator studio vendor on any re touch or re shoots managing instructions revisions  
 Ensure all PPOF assets flow properly through Gap Inc enterprise systems troubleshooting any issues with GapTech Services ( GTS )  
 Optimize images for multiple digital outputs while maintaining speed and quality while maintaining strict version · control standards  
 Track assets through the studio workflow system ( DAM/FTP/SharePoint equivalents )  
 Manage maintain budget invoices in a timely manner

---

#### Required Skills

##### Who You Are:

5+ years' experience in high volume ecommerce photo production video and social content ( Ecommerce experience is a must )  
 5+ years' experience in model/talent sourcing booking production relating to photo and video shoots.  
 Ability to understand thrive in a nuanced matrixed organization successfully developing organizational relationships  
 Possess a positive attitude respond efficiently to requests and communicate effectively with kindness and candor  
 Experience in high volume ecommerce photo production video and social content  
 Ability to thrive in high pressure fast paced and ambiguous environments with a keen attention to detail  
 Understand photo shoot workflow oversee complex shoot schedules proactively identifying solving workflow issues  
 Effective problem solving and decision making skills acting resourcefully under pressure  
 The capacity to collaborate with Ecomm studio vendor on efficiencies both in production and financial ( budget ) analysis  
 Bachelor's Degree ( BA ) from a 4 year College or University preferred  
 Fluency in Japanese in English ( TOEIC 900+ ) is required

---

#### Company Description

■Gapブランド、パナナ・リパブリックブランド製品の輸入・販売