# Junior Technical Project Coordinator | Theatre & Entertainment

**1+ Year Experience | ¥4.5M–¥6M | Global Team**

## Job Information

**Hiring Company**
Showtex KK

**Job ID**
1607069

**Industry**
Equipment

**Company Type**
International Company

**Job Type**
Permanent Full-time

**Location**
Tokyo - 23 Wards, Minato-ku

**Train Description**
Toei Mita Line Station

**Salary**
4.5 million yen ~ 6 million yen

**Work Hours**
9時00分 ~ 18時00分　※案件により現場稼働時間に応じたシフト・夜間対応あり

**Holidays**
完全週休2日制（土日祝）

**Refreshed**
November 24th, 2026 11:00

## General Requirements

**Minimum Experience Level**
Over 1 year

**Career Level**
Entry Level

**Minimum English Level**
Business Level

**Minimum Japanese Level**
Business Level

**Minimum Education Level**
Technical/Vocational College

**Visa Status**
Permission to work in Japan required

## Job Description

**Position Highlights**

- Build your technical career while supporting unique theatre, stage, and entertainment projects

- Gain hands-on experience across technical planning, drawings, installation, rigging, and on-site project coordination
- Work closely with experienced technical professionals and develop your skills toward independently managing projects
- Join a global company operating across 13 countries and collaborate with international colleagues
- Attractive salary of ¥4.5M–¥6M, 120+ days of annual leave, and weekends and public holidays off

**About the Role**

We are looking for a **Junior Technical Project Coordinator** to join our growing technical team in Japan.

ShowTex is a global company with operations across 13 countries. We provide stage curtains, theatrical drapes, screens, and other specialized products used in theatres, entertainment venues, events, and major facilities around the world.

Following the establishment of our Japan office in February 2024, our business and project portfolio continue to grow.

In this role, you will work alongside experienced technical team members to support projects from the planning and design stages through installation and completion.

This is an excellent opportunity for someone with some hands-on technical experience who wants to broaden their skills and develop a long-term career in technical project management.

**Key Responsibilities**

Depending on your experience and technical background, you will support a variety of project activities, including:

- Assist with technical planning and solutions involving ShowTex products, including stage curtains, theatrical drapes, screens, and related systems
- Support projects involving areas such as installation, rigging, welding, stage/event construction, electrical systems, lighting, or audio
- Assist with the preparation, modification, and interpretation of 2D/3D technical and fabrication drawings
- Provide technical support to clients, contractors, and internal project stakeholders
- Coordinate with senior technical team members, sales colleagues, suppliers, and other departments to support smooth project delivery
- Assist with procurement and the preparation of materials and equipment required for projects
- Support on-site installation and construction activities with a strong focus on safety and quality
- Communicate with technicians and contractors regarding project requirements and technical instructions
- Assist with quality checks and the confirmation of completed work
- Maintain accurate records relating to technical equipment, materials, and inventory
- Support troubleshooting and the resolution of technical issues during projects
- Handle other duties related to technical operations and project delivery

**Career Development**

You will work closely with experienced members of our technical team and receive support as you learn ShowTex's products, technical standards, and project processes.

Rather than expecting you to independently manage complex projects from day one, we want you to gradually develop your technical and project coordination capabilities.

As your skills and experience grow, you will have opportunities to take greater ownership of projects and develop toward a more senior technical position.

**About the Team**

Our Japan office was established in 2024 and continues to grow.

We offer a flat and open working environment where team members can communicate directly, share ideas, and take on new responsibilities as the organization develops.

**Why Join Us?**

- Gain practical experience across the full lifecycle of technical projects
- Develop skills in technical drawings, installation, project coordination, safety, and client communication
- Work alongside experienced technical professionals
- Collaborate with colleagues and stakeholders in Japan and overseas
- Build a career within the theatre, entertainment, and live-event industry
- Join a growing Japan operation where you can take on greater responsibility as you develop
- 120+ days of annual leave with weekends and public holidays off

**Employment Type**

Permanent Full-time

Probationary period: 6 months
No change to employment conditions during the probationary period.

**Salary**

**Annual salary:** ¥4.5 million–¥6 million

Salary will be determined based on your previous experience, technical skills, and qualifications.

- Overtime allowance provided
- Salary review once per year

**Working Hours**

9:00 AM–6:00 PM
8 working hours / 1-hour break

Depending on project requirements, shift work and nighttime work may occasionally be required based on on-site operating hours.

**Average overtime:** Less than 20 hours per month

Location

**5-19-6 Shiba, Minato-ku, Tokyo**

**Access:**

- 1-minute walk from Mita Station
- 3-minute walk from Tamachi Station
- 9-minute walk from Shibakoen Station
- No smoking indoors
- No transfers
- Domestic business travel to project sites throughout Japan may be required

**Holidays & Leave**

- 120+ days of annual leave
- Five-day workweek (Saturdays, Sundays, and public holidays off)
- Year-end and New Year holidays
- Summer holidays
- Paid annual leave
- Maternity leave
- Childcare leave
- Nursing/caregiving leave
- Bereavement leave
- Special leave

**Benefits**

- Full social insurance coverage (employment insurance, workers' compensation, health insurance, and employees' pension)
- Commuting allowance up to ¥30,000 per month
- Business travel allowance
- Marriage and childbirth gifts
- Condolence and other special occasion payments
- Retirement allowance

## Required Skills

**Requirements**

- **1+ year of professional experience** in a relevant technical field, such as technical design, construction/installation, rigging, welding, event or stage production, electrical systems, audio, lighting, machinery, or related technical work
- **Business-level Japanese and English communication skills**
- Basic experience with or understanding of **2D/3D technical drawings** and an interest in developing further skills with AutoCAD or similar software
- Interest in developing a career in technical project coordination and management
- Ability to communicate and work effectively with technicians, contractors, clients, and internal team members

**Language Requirements**

**Business-level proficiency in both Japanese and English is required.**

You will use Japanese to communicate with on-site technicians, contractors, clients, and internal team members, while English will be used for communication with ShowTex's overseas offices and international colleagues.

Candidates should be comfortable communicating clearly and effectively in both languages through email, online meetings, telephone calls, and day-to-day project discussions.

Preferred Qualifications

Experience in all of the following areas is **not required**. We welcome candidates who have experience in some of these areas and are motivated to develop additional technical skills:

- Experience using **AutoCAD or other 2D/3D drawing software**
- Experience reading technical, construction, or fabrication drawings
- Hands-on experience with **rigging, installation, welding, stage/event construction, electrical systems, lighting, or audio**
- Experience supporting construction, installation, engineering, or other technical projects
- Experience working in an international or multicultural environment
- Experience coordinating with clients, contractors, suppliers, or other project stakeholders
- Comfortable working at heights, including around scaffolding or lifting equipment
- Comfortable working around machinery or automated equipment
- Flexibility to travel and occasionally work weekends or night shifts depending on project requirements

**Ideal Candidate**

We are looking for someone who:

- Has some practical technical experience and is ready to take the next step in their career
- Wants to develop both **technical and project coordination skills**
- Is eager to learn from experienced technical professionals and gradually take on greater responsibility
- Enjoys hands-on work and solving technical problems
- Communicates effectively and enjoys working as part of a team
- Can adapt flexibly to changing project requirements and priorities
- Is interested in the **theatre, entertainment, stage, or live-event industry**
- Enjoys working in an international and dynamic environment
- Is motivated to continuously learn and develop new skills

**Selection Process**

**Online application screening → Interviews (2–3 rounds) → Offer**

The overall process is expected to take approximately one month from application to offer.

Interview dates and your preferred starting date can be discussed during the selection process.

## Company Description