



PR/097673 | Creative Production Manager – Fashion & Retail

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1614139

Industry

Retail

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

September 22nd, 2026 10:18

General Requirements

Minimum Experience Level

Over 6 years

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

Responsibilities

- Lead end-to-end production across creative campaigns, photoshoots, video content, lookbooks and brand-related projects.
- Plan and manage production timelines, budgets and resources to ensure projects are delivered on time and to required quality standards.
- Coordinate production logistics, including locations, casting, crews, vendors, permits and production schedules.
- Oversee the execution of pop-ups, retail activations, events and brand collaborations.
- Source and manage external vendors, agencies, contractors and creative partners, including commercial negotiations and deliverables.
- Manage production budgets, contracts and supplier agreements, working closely with Finance and Legal where required.

- Collaborate with Creative, Marketing, Digital, Retail and other internal teams to ensure smooth project execution and alignment with brand objectives.
- Oversee post-production, asset quality control, approvals and final delivery across digital and retail channels.
- Manage multiple productions simultaneously, proactively resolving operational challenges, risks and delays.
- Establish and improve production workflows and processes to drive efficiency and consistency.

Requirements

- Bachelor's Degree in Fashion Production, Marketing, Communications, Creative Production or a related discipline.
- Minimum 8 years of relevant production experience, preferably within fashion, lifestyle, retail, creative agency or brand environments.
- At least 3 years of senior or leadership experience.
- Proven experience managing end-to-end creative and physical productions, including campaigns, photoshoots, videos, events, pop-ups or retail activations.
- Strong knowledge of production planning, budgeting, vendor management, contract coordination and supplier negotiation.
- Excellent project and stakeholder management skills, with the ability to manage multiple projects and priorities.
- Strong communication and negotiation skills with a hands-on, resourceful and solutions-oriented approach.
- Proficiency in relevant production, project management and Microsoft Office tools.

Varick Lee
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Company Description