



PR/095713 | Creative Content Production Manager

募集職種

人材紹介会社

ジェイ エイ シー リクルートメント シンガポール

求人ID

1553922

業種

小売

雇用形態

正社員

勤務地

シンガポール

給与

経験考慮の上、応相談

更新日

2025年08月19日 13:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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 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

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#countrysingapore

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会社説明