



Event Manager (EM)

Job description

Nationwide TV programs and TV commercials, live videos and music videos of famous artists, distribution of large-scale festivals, PR movies and events of major companies... We at Nouvelle Medias are a well-established production company capable of producing videos and events of all genres. We are looking for staff who can utilize their language skills and engage in event-related work for the newly established event management team (7-9 people planned) at our client, a major foreign-affiliated IT company. Our goal is to provide a one-stop solution for events of various genres held in the company's event space, and to provide organizers and guests with a world-class experience.

The **Event Manager (EM)** is a central position in the planning and preparation stages of an event. Through meetings, the EM grasps the needs of our customers, compiles the necessary information, documents, and materials, connects them to the service line (each section within the company, such as catering, security, and technical production) and on-site team members, and gives advice and plays a role as a coordinator to create a better event experience. Multitasking ability to handle multiple events and requests at the same time, schedule management ability to make necessary arrangements and guidance by counting backward from the event date and time, imagination to understand 10 by listening to 1. We are looking for an event expert who is prepared. Communication skills are also important because it will be a front office job where you will have daily meetings with customers.

Ideal candidate profile

- A team player who can build relationships with team members and stakeholders with various backgrounds and help, inspire, and encourage each other
- A quick learning generalist with flexibility that can respond to a wide range of tasks and sudden changes flexibly

- Ambitious and has the desire to take on challenges to proactively take on new challenges and learn and grow on their own
- Independent with a sense of responsibility and problem-solving skills to discover problems and propose improvements
- Politeness, attentiveness, and coordination that allow you to look at the entire picture and what is ahead while paying attention to details

Responsibilities

1. Provides consultative 'one stop shop' planning support for Event Hosts to ensure exemplary event experience
2. Discovery of Event Host objectives and requirements for meeting.
3. Review budget and offer suggestions to maximize ROI
4. Organize logistics, decor, entertainment, catering and all other event needs
5. Ability to recommend event enhancements to achieve desired event objectives
6. Review of all meeting space to ensure proper space assignment
7. Informs Space & Service Coordinator of space need changes and cancellations
8. Update group information in internal systems in a timely manner
9. Periodically checks event spaces and setups to ensure event services are appropriately delivered
10. Communicate event needs with Event & Service Specialist and checks in throughout group event on any additional needs
11. Create all services communication to be distributed on a timely basis to all service departments
12. Conduct post event surveys with Event Host (as outlined in post survey SOP) and communicate comments/compliments/issues to service levels.
13. Work closely with all departments to develop and be responsible for event requirements and deliverables, including but not limited to communications, calendars, registration needs, feedback surveys, and wrap up reports
14. Coordinate with facilities, arranging and overseeing all event details, such as audio and visual, decor, catering, security, entertainment, premiums/swag, and transportation
15. Create in depth event based on strategy but pushes the boundaries of creativity and innovation
16. Manage multiple programs/events, across various industry verticals, with creativity, innovation, and strategy, delivering world class creative execution

Required conditions and experience

- Native level English and Business level Japanese (Able to make presentations and negotiate smoothly around N2)

- 3 years or more working experience
- Experience in event planning, operation, production, marketing, or agency work (event coordinator, event manager, project manager, production desk, producer, director, etc.)
- Experience in using G-suite / Google Workplace (Google Drive, Slides, Docs, Spreadsheet, Meet, Chat, Calendar, Gmail, etc.)

Preferred conditions and experience

- Basic knowledge of production techniques
- Interest in social media and video distribution platforms
- Experience with production and streaming software such as Final Cut Pro, Premiere Pro, Adobe CC, StreamYard
- Keynote, Microsoft Office

<Start date> June 2025

<Contract type> Permanent staff (negotiable)

<Working language> English and Japanese

<Workplace>

Shibuya (client office)

*Possibility of working at the Nouvelle Medias Shibuya office until the team is ready

<Working hours> Standard business hours 9:00-18:00 (8 hours a day)

<Vacation> 2 days off per week, 10 days of paid vacation per year (for 1st year)

*Holidays: Basically according to the calendar. There are many events on weekdays and during the day. If there is an event on a holiday, you can take compensatory leave.

*Working hours: Work based on events, meetings, and tasks. Aim to work 9:00-18:00 on days when there are no events.

<Recruitment process>

1st: HR interview (+description of job description) *Japanese and English

2nd: Department interview (+ personality test) * Japanese and English

3rd: Executive interview (+ written test) @Shibuya office *Japanese only

<Application documents>

If you have the English version of the following, please submit it as well.

- Rirekisho (Japanese | Required)
- Shokumukeirekisho (Japanese | Required)
- Portfolio (Optional)

<About position>

Since it will be a new team, the final position may be decided after joining the company, taking into account the work situation and the balance of other members.