PRODUCER- Attractions and Events 11.22.22

Job Description

ABOUT BMP

BMorrow Productions is a creative and production firm located in the Theme Park Design District of Orlando, Florida. Representing a new methodology of how creative work is developed with a unique collaborative approach between clients and the talents of BMP. Considered an entrepreneurial, fast paced and creatively driven studio BMP offers considerable room for personal and professional growth for studio talent (we do not use terms like employees and team members…you are the talent). With clients around the globe in various market sectors including theme parks, zoos, live entertainment, resorts, and educational experiences; the BMP team always has a wide variety of projects to dive into providing growth and ownership into project development.

The work experience at BMP is varied, energized and unusual as we are a Design Studio and Production Studio allowing our talents to cross over between studios and experience a wider range of entertainment and attraction development projects. We also go to the field, and we make stuff and build stuff- so seeing your work come to life is reality at BMP.

BMP was founded on the belief of creating a safe, equal, and creative space for creators and makers. We believe an inclusionary group of talents will not only create better for our clients but represent the full audience we are designing for. IDEA (inclusion, diversity, equality, and accessibility) are our design beliefs not only for our clients but for our studio. At BMP, your complete, unique, and wonderfully talented whole-self can come to the studio each day, or sometimes work at home, to create and make amazing spaces and experiences.

BMP is also uniquely a 100% LGBTQ+ owned and operated business as certified by the NGLCC.

YOUR ROLE

As the *Producer* you will be leading projects and processes for both the Design and Production studios at BMP. You will serve as the creative keeper and influencer on projects and be the daily contact and leader for the clients. Your role is to be a critical communicator and manager of process and quality for projects. You will develop project schedules, budgets and contract administration as well as keeping the project cost tracker databases up to date. You will work with the BMP Design Studio to make creative decisions on projects, manage program and ROM development. You will also be on site for project installation, managing BMP vendors and quality of the work being produced.

You will be part of the creative development process including front end charrettes and group or individual design thinking activities. You may also be leading studio Associate Producers assigned to your projects.

As we are also a unique production studio with prop, décor and show set teams, you will interface with the production studio including the assignment of workorders into the show set team. You will get to participate in prop buying activities and work in the BMP Production Studio prepping materials and travel on sourcing trips.

You will be working on confidential assignments for our clients in the resort and theme park industries and must help maintain the secrecy of these projects.

RESPONSIBILITIES

- Serve as the Producer for projects assigned.
- Integrate with the BMP Studio Design Manager and Show Set Manager for resource allocations.
- Work on both attraction design projects and production projects.
- Maintain project cost tracker databases for assigned projects.
- Manage associate producers when assigned to your projects
- Coordinate with BMP Show Set Manager and Studio Manager on workflow.
- Maintain the BMP Project Production Schedule in Smartsheet.
- Update clients and leaders during weekly project calls of the project status, risk, financial evaluation.
- Provide creative input and contributions to projects assigned.
- Assist in creating and maintaining project schedules for projects as assigned.
- Use Microsoft Office Suite products, One Drive, Smartsheet daily and the Adobe Suite as needed.
- Research and development of theme boards for project assignments.

- Development of project update presentations for internal BMP or for clients.
- Organize, attend, and participate in stakeholder / client meetings.
- Maintain and archive project documentation and handle project communication.
- Maintain positive vendor and client relationships.
- Attend job site visits (local and travel).
- Assist on site during installs and strikes to ensure project is executing per plans.
- Communicate and coordinate with contractors and other consultants.
- Maintain confidentiality of all information.
- Assist in BMP studio support or other duties as assigned.
- Be able to climb ladders up to 12' tall and use simple hand tools if needed.
- Lift materials less than 50 lbs.
- Other duties as assigned.
- ***ALWAYS share the BMP studio spirit with others internally and externally.***

QUALIFICATIONS

- Bachelor's degree in hospitality, theater, technical design, other relevant field, or equivalent job experience.
- Preferred 3-6 years' experience in similar or related field.
- Exposure to theme park attraction design and seasonal event processes.
- Proficient in Microsoft Suite.
- Proficient in utilizing Microsoft One Drive for file sharing and management.
- Experience with Smartsheet.
- Adobe Suite software experience including In Design.
- A creatively minded collaborator.
- Organized and detail oriented.
- Strong client-facing and teamwork skills.
- Exceptional verbal and written communication skills.

COMPENSATION PACKAGE

- Full time salary position.
- BMP bonus program eligible.
- 401k program eligible.
- Unlimited Personal Time Off program.
- Flexible work schedule.
- Health Care Plan, Vision and Dental
- Cell phone stipend.
- Access to the BMP Talent Experience Fund.
- Access to TEA events.

ACCOMMODATION

If you require accommodation in completing this application, interviewing, completing any pre-employment testing or otherwise participating in the talent selection process please direct your inquiries to talent@bmorrowproductions.com