



PRODUCTION COORDINATOR

11.11.23

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 don't 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 unusually as we are a Design Studio and a 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, 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 in 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 **Production Coordinator** you will be in a supporting role on large projects and small projects for both the Design and Production studios at BMP. You'll be working alongside Producers and Associate Producers for larger projects taking ownership of processes, scopes and vendors and providing creative input and ideas to the project team. Your role is a critical communicator and protector of process and quality for projects and often interfacing with clients. You will assist in the development of project schedules, contract administration, creative narratives as well as keeping project cost tracker databases up to date. You will also be on site for project installation, art directing, managing BMP vendors and quality of the work being produced. This also includes trips to vendor shops for creative and technical review and coordination of fabricated items.

You will be part of the creative development process including front end charrettes and group and individual design thinking activities. Also, you will integrate with the BMP Office Manager to keep costs up to date in cost trackers, labor from SSS team allocations updated and inputs to the Office Manager for travel arrangements for BMP team members.

As we are also a unique production studio with a prop, décor and show set team you will interface, and the production studio included assignment and creation of workorders into the production studio. You'll get to participate in prop buying activities and work in the BMP Production Studio prepping materials and assist on prop buying trips. You will keep up to date on SSS labor billing to your projects working alongside the Studio Operations Manager to ensure we are tracking schedule and cost on in house produced scope.

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 Production Coordinator for projects as assigned.
- Projects will include holiday events and attraction show set and props.
- Support on smaller projects as a responsible individual for design, production including up to installation on site and client management.
- Integrate with the BMP Producer, Associate Producer, Production Studio leadership, and Office Manager daily on projects.
- Work on both attraction design projects and production projects
- Maintain the project cost tracker databases for assigned projects.
- Manage workflow with SSS team for project deliverables.



- Assist with project close out documentation.
- Review and confirm compliance of project drawing packages.
- Support the Producer with inputs during weekly project calls the project status, risk, financial evaluation.
- Provide creative input and contributions to projects assigned.
- Occasionally provide visual support to projects based on your potential specialized skills (art, drawings, flavor guides, color call outs ect).
- Use Microsoft Office Suite products, one drive and in design 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.
- Travel to project sites for meetings and site analysis
- 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.
- During high season for holiday décor occasionally assist in the décor studio with production, based on other workloads 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 internal and external***

QUALIFICATIONS

- Preferred 1 year experience in similar or related field
- Exposure to project design processes
- Proficient in Microsoft Suite experience
- Adobe Suite software experience
- Smartsheet experience.
- A creative minded collaborator
- Organized and detail oriented.
- Strong client-facing and teamwork skills
- Exceptional verbal and written communication skills



COMPENSATION PACKAGE

- Full time salary position
- Compensation range \$49,000 - \$59,000
- 401k program eligible with 3% match
- Unlimited PTO program
- Paid Holidays – 8 days
- Paid Wellness Week- 5 days
- Flexible work schedule/ location
- Health insurance program
- 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