



DIRECTOR OF PROJECTS

12.26.23

Job Description

ABOUT BMP

B Morrow Productions (BMP) is a creative and production studio located in the Theme Park Design District of Central Florida. Representing a new methodology for how creative work is developed in a hyper-collaborative approach between clients and the talents of BMP. Considered an entrepreneurial, fast-paced, and creatively driven studio, BMP offers its talent considerable room for personal and professional growth. BMP always has a wide variety of projects to dive into, with clients around the globe in various market sectors including theme parks, zoos, live entertainment, resorts, and educational experiences

BMP's STUDIO FOR ALL INITIATIVE

BMP was founded on the belief of creating a safe, equal, and creative space for creators and makers. We believe an inclusive group of talents better represents the full audience that we are designing for, resulting in a better product for our client. IDEA (inclusion, diversity, equality, and accessibility) is not only at the core of our design principles- it guides our studio culture. At BMP, your complete, unique, and wonderfully talented whole self can come to work each day (in the studio or sometimes at home) to create and make amazing spaces and experiences.

BMP is uniquely a 100% LGBTQ+ owned and operated, and is a certified by the National Gay and Lesbian Chamber of Commerce as a Gay-owned Business Enterprise.

YOUR ROLE

As the **Director of Projects**, you will serve as the leader of the projects, people, and related processes at BMP, reporting directly to the Vice President of the studio. You will oversee projects as they move from concept through completion of production, occasionally including work in the field. Your team will consist of Senior Producers, Producers, Associate Producers, and Production Coordinators, who will guide both creatively and technically. You will also have a high level of interaction with our clients, who will look to you as a “go-to” executive contact for their project.

You will be the prime representative and collaborator for your team, interfacing with other members of the Senior Leadership Team, the Design Studio, and Production



Studio. You will partner with the Vice President of the studio to develop systems and processes that drive high-levels of project success, whether related to inter-studio communication, project reporting, or any number of other important categories.

Of equal importance, you will be responsible for mentoring and developing your team across all levels of seniority. As your team is made up of project leaders, one of your most important roles will be ensuring accountability and compliance as it relates to quality, contract compliance, creative, schedule, budget, and project reporting. You will have the same responsibilities as it relates to your partnership with the Design and Art Department teams, guiding them to ensure compliance with contracted deliverables, schedule, and budget.

We are a unique production studio, with props, décor, and show set teams who execute the work developed by the Art and Design Teams. You will guide your team in the creation of comprehensive work orders that serve as the guide map for our Production/ Fabrication studio. This includes appropriate forecasting of schedule and budget to ensure that the Production/ Fabrication studio is set up for success. You may also direct and assist with prop buying activities.

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 Director of Projects leading the Project Producer team and processes.
- Collaborate with key BMP leadership including Studio Design Manager, Creative Manager, Director of Revenue and Operations for resource allocations.
- Lead the Project Producer team on both attraction design projects, production projects, décor projects and seasonal events.
- Lead the Project Producer teams on checks and balances for project cost tracker databases for assigned projects and reporting weekly to BMP executives project health reports.
- Manage and assign Sr. Producers, Producers/Project Managers, Associate Producers and Production Coordinators to appropriate projects based on skills, strengths, and schedule availability.
- Coordinate with BMP Production Studio and Operations leadership on workflow.
- Audit and manage the team leading the BMP Project Schedule, and cost Tracking Sheets in Smartsheet.
- Lead the team by hosting scheduled weekly one-on-one meetings to understand projects, and individual's opportunities and challenges to help each project and person excel and catch challenges as they arise.
- Oversee client updates from the project team during recurring project calls to include updates on project status, risk, and financial evaluation.



- Be abreast of each project to catch projects risks early to coach the Project Producer team to solutions.
- Lead and collaborate with the team to give direction to ensure adherence to executive and client goals and direction.
- Lead the team creating and maintaining project schedules for projects as assigned.
- Guide research and development of theme boards for project assignments.
- Lead the development of project update presentations for internal BMP or for clients.
- Organize, attend, and participate in stakeholder / client meetings.
- Be responsible for the team maintaining and archiving project documentation and communication.
- Maintain and foster positive vendor and client relationships.
- Attend job site visits (local and travel).
- Be available and responsible for Quality Assurance audits on site.
- Be able to lead and assist with Installs and Strikes, that may be at unusual work hours, as needed to ensure project is executing per plans.
- Be a motivated leader who feels comfortable with having honest and open conversations with their team to foster motivation and success.
- Be flexible and work with BMP Leadership to grow our business.
- Be an advocate for your team and projects.
- Read, review and interpret drawing packages for redlines, fabrication audits and final install intent.
- Use Microsoft Office Suite products, One Drive, Smartsheet daily and Adobe Suite as needed.
- Maintain confidentiality of all information.
- Lead or 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

- Preferred Bachelor's degree in engineering, architecture, project management , technical design, other relevant field **or** equivalent job experience.
- Preferred 8+ 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.
- A creatively minded leader and collaborator.
- Motivated and supportive leader.
- Organized and detail oriented.
- Strong client-facing and teamwork skills.
- Exceptional verbal and written communication skills.

COMPENSATION PACKAGE

Position is a Full Time Salaried Position that includes the following benefits:

- Salary Range \$89,000- \$110,000 / year
- Health, Dental and Vision care coverage
- 401k program with matching program
- Unlimited PTO program
- Paid Holidays
- Paid sick time
- Flexible work location and schedule
- Paid Wellness Week PTO (we close the business for one week a year)
- Cell phone stipend
- Access to the BMP Talent Experience Fund
- Access to TEA events

ACCOMMODATIONS

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