



Decor Specialist

6.27.24

Job Description

ABOUT BMP

B Morrow 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.

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 a **Decor Specialist** you will support the Décor Lead by managing the day-to-day details of the daily work requirements, product and workspace preparation, and communicating progression of active seasonal décor projects in the Production Studio. You will also be creating and assembly commercial décor elements. Managing and maintaining client satisfaction, ensuring the output of the seasonal décor coincides with the overall look and quality will be key to succeed in this role. The knowledge and adherence of budgeted labor requirements associated with each project will be important as you work towards maintaining the overall health of the project. Additionally, ensuring quality checks are performed prior to prepping for inventory, storage, or shipping is essential as we maintain the overall safety of the product fabricated in the production studio.

In addition of working side by side with the team, you will also jump in to create samples or visual décor pieces to share with key stake holders or the seasonal décor team. Through



daily touch points with the Décor team, you will guide, set the production standards, and establish daily goals to meet project timelines and deliverables. This includes but is not limited to Theme Park Attraction Props, Halloween and Christmas decorations. Your flexibility to travel onsite will be a necessity to assist with installation, strike, or maintenance of seasonal décor. You will be working on confidential projects for our clients in the resort and theme park industries as well.

POSITION RESPONSIBILITIES

- Serve as the Décor Specialist for projects assigned.
- Assist in leading teams to complete assigned tasks within designated time frame and allocated labor goals.
- Assist with quality control on all décor projects.
- Ensure all decor items meet BMP attachment and quality standards.
- Work with inventory team to request raw goods for decor assignments.
- Prepare seasonal décor items for storage or shipping by ensuring green tags are placed and ready for the inventory team to manifest.
- Maintain a clean and well organized workspace.
- As needed, be able to climb ladders up to 12' tall.
- Must be able to use pallet jacks, hand dolly, carts, etc.
- Must be flexible regarding your work schedule as project timeline commitments and installations may require longer work hours, weekends, or may occur at late evening or early morning hours outside of normal business hours.
- Have a valid driver's license and access to dependable transportation.
- Support various project teams, the BMP studio staff, and other duties as assigned.
- Occasional work shifts after hours at our resort and theme park project sites.
- ALWAYS share the BMP studio spirit with others internal and external
- Must be able to lift up to 50 lbs.
- Always utilize proper safety procedures.
- Maintain confidentiality of all information and projects shared with in the studio.
- ALWAYS share the BMP studio spirit with others, internal and external



QUALIFICATIONS

- Experience and passion for holiday décor creation
- Excited to work in a highly creative and fast-paced environment.
- Self-directed, extremely meticulous and organized.
- Ability to prioritize tasks when given clearly defined goals and objectives

COMPENSATION PACKAGE

Job Title:	Décor Specialist
Compensation:	\$18 - \$21 /hr. commensurate with experience.
Paid Vacation:	8 days paid holidays 5 days paid BMP wellness week 40 hours of PTO eligible after the first 90 days
Health Care:	Access to health care plan, dental & vision
401k Plan:	Eligible at 90 days post hire date, 100% match up to 3%
Paid Sick Time:	Accrued at 1 hour/week
Talent Experience Fund:	\$150/yr. reimbursement

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