



PRODUCER - Project Manager

9.3.24

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 in a very collaborative approach between clients and the talents of BMP. Considered an entrepreneurial, fast pace 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 the **Producer- Project Manager** you will join the Production Studio leading project development from concept through design, production and installation on multiple projects simultaneously. Your role is a critical communicator and protector of process and quality for projects and often interfacing with clients. You will develop project schedules, contract administration, creative narratives, budget management and will be in responsible charge for overall project delivery. You will provide an on-site role for project installation, art direction, quality assurance checks and manage external vendors. 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 Executive team and Production Studio leadership team to keep information up to date in cost trackers, labor from show set 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 with the production studio included assignment and creation of workorders into the production studio. You will participate and often lead in prop and decor buying activities and work in the BMP Production Studio prepping materials and assist on prop buying trips as needed.

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/ Project Manager for projects as assigned.
- Lead multiple projects as the individual responsible for oversight of design and production including up to installation on site and client management.
- Work on attraction design projects, seasonal events, and production projects.
- Integrate with the BMP Production Studio leadership team for resource allocations.
- Maintain project cost tracker databases for assigned projects.
- Coordinate with BMP Shop Foreman, design team and show set team on project materials and general direction.
- Coordinate with the BMP Operations Manager on production project shipping logistics.
- Maintain the BMP Project Production Schedule in Smartsheet.
- Review, redline and confirm compliance of project drawing packages.
- Support the project team with inputs during weekly project calls the project status, risk, financial evaluation.
- Provide creative inputs and contributions to projects assigned.
- Manage project close out documentation process.
- Maintain roster of external creative design and construction resources.
- Ensure information in project drawing packages and show element lists (SEL) is coordinated and aligns with materials purchased and delivered to site.
- Source, procure and work with BMP Procurement Specialists to attain materials required for projects.
- 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 client communication.
- Organize, attend, and participate in stakeholder / client meetings.
- Maintain and archive project documentation and handle project communication.
- Maintain positive vendor and client relationships.
- Assist on site during installs and strikes to ensure project is executing per plans.
- Potential site visits (local and travel) for assistance in installation leadership, site inspection and compliance with show production and design documents or owner meetings.
- Communicate and coordinate with contractors and other consultants.



- Maintain confidentiality of all information.
- Assist in BMP studio support or other duties as assigned.
- Travel to job sites for meetings, install and strike
- Occasionally manage overnight install / strike teams.
- 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

- Minimum five (5) years of experience in project coordination and/or project management
- Proficient in Microsoft Suite.
- Ability to be client interfacing and lead teams.
- Adobe Suite, Sharepoint, and Smartsheet software experience preferred.
- Creative skills and the ability to convey visual and thematic direction.
- Strong organizational skills and detail oriented.
- Strong client-facing and teamwork skills
- Ability to multi-task and manage multiple projects simultaneously.
- Technical and functional knowledge of the means and methods of design, project development, and production.
- Self-starter who works well independently.
- Reliable but flexible schedule.
- Exceptional verbal and written communication skills.



COMPENSATION PACKAGE

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

- Salary Range \$70,000- \$85,000 / 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