



PROJECT MANAGER: ATTRACTIONS AND EXPERIENCES 9.6.24

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 **Project Manager: Attractions and Experiences** you will be leading projects and processes for both the Design and Production studios at BMP. You will serve as the creative keeper and project manager while leading the development and production process for multiple projects simultaneously. The role includes developing project budgets and schedules and will be in responsible charge for overall project delivery. You will also serve as the point of contact for clients as assigned. Your role is to be a critical communicator as you manage and mentor the project management team. You will develop, lead, recruit and train other Producers, Associate Producers and Project Coordinators on project schedules, budgets and contract administration and keep the project cost tracker databases up to date. You will work with the BMP Design Studio and other Producers to guide and make creative decisions on projects and manage program ROM development. You will also be on site for project installation, quality assurance audits and managing external vendors.



You may be part of the creative development process including front end charrettes and group or individual design thinking activities. You may also be leading other Producers, Associate Producers and Production Coordinators assigned to your projects by your leader.

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 lead material and prop sourcing and procurement activities and work in the BMP Production Studio, which can include managing a team to prep 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 Project Manager: Attractions and Experiences for projects as assigned.
- Be a leader on projects for teams of Producers, Associate Producers and Production Coordinators to foster project health.
- Be responsible for the work of these supporting team members.
- Integrate with the VP of Creative & Design, VP of Projects and Production and Director of Operations and Revenue for resource allocations.
- Lead attraction and experience design projects as well as live entertainment and seasonal event production projects.
- Train the production studio on best practices for project controls, work orders, schedules, budgets, design deliverables and client interface.
- Maintain and audit project cost tracker databases for assigned projects to ensure projects stay on budget.
- Manage and be responsible for Producers, Associate Producers and Production Coordinators assigned to your projects.
- Coordinate with Production Studio leadership on workflow for each project that moves through the Production Studio.
- Source, procure and work with BMP Procurement Specialists to attain materials required for projects.
- Lead client updates during weekly project calls of the project status, risk, financial evaluation.
- Provide creative input and direction to projects assigned.
- Provide critical fabrication and on-site Art Direction to keep projects moving and creative intent intact.
- Lead, audit and maintain project schedules for projects as assigned.



- Review, redline and confirm compliance of project drawing packages.
- 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.
- Lead and maintain project documentation and handle project communication.
- Maintain positive vendor and client relationships.
- Attend job site visits (local and travel).
- Lead and 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

- Minimum ten (10) years of experience in similar or related field.
- Exposure to theme park attraction design and seasonal event processes.
- Proficient in Microsoft Suite.
- Experience with Smartsheet, SharePoint and Adobe Suite.
- Creative skills and the ability to convey visual and thematic direction.
- A motivated leader and mentor for new talent.
- Strong organizational skills and detail oriented.
- Ability to multi-task and manage multiple projects simultaneously.
- Technical and functional knowledge of the means and methods of design, project development, and production.
- Reliable but flexible schedule.
- 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 \$80,000-\$100,000 / 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