



## Senior Manager Operations - Production Studio

1.2.25

### Job Description

#### 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 do not 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 unusual 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, and 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 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 full-time **Senior Manager of Operations**, you will lead the BMP operational functions of the production studio facility. As the senior manager, you will oversee all aspects of the operation including and not limited to inventory and asset management, supply chain management, logistics coordination and execution, labor management analysis, safety compliance, and production studio training.

A proactive approach identifying cost-effective ways to manage and operate the production studio will be key performance indicator of success. You will lead, motivate, and collaborate with your direct reports to enhance, streamline, and execute operational processes. With your guidance and strategic outlook, you will review and implement inventory processes for efficiencies, maximize usage of current Inventory tracking software, evaluate the procurement and supply chain methodologies, and analyze operational and vendor expenditures to minimize cost while maintaining quality. Your ability to provide and interpret analytical reporting to better understand labor performance and expenditure will aid in the decision making process as we continue to grow and elevate our operation.

A positive leadership demeanor and approach is important in this role. You will create a culture of safety in the workplace and an environment of empowerment and accountability. You will assist in developing and implementing training programs to include, safety and vehicle training, new hire orientation, and process improvement education sessions.

Being a role model and fostering an environment where safety is a priority is key in creating a safe workplace for all. In this role, you will play an active role in ensuring safety adherence is being followed and administered accordingly. Through development and communication of safety plans and initiatives, scheduled inspections, PPE awareness, and a well-organized production studio, this will further set your role up for success to demonstrate a healthy and productive work environment.

Additionally, you will lead and maintain the scheduling process and workflow assignments for the production studio inventory and procurement teams. Your leadership and support with BMP key stakeholders to assess off-site needs whether it be an install or strike projects will ensure the production and asset management lifecycle remains in tacked. As a subject matter expert, you will optimize labor, integrate improved processes, and provide the ideal resources to enhance these off-site experiences for the BMP team.

Understanding the big picture, contributing to the success of the financial goals, and anticipating the needs of clients and colleagues will be integral as we expand our operation. As a member of leadership, you will support and provide excellent service and partnership to the BMP teams and clients. Your creative strategic thinking, planning and collaborating on projects, and providing analytical insight will position you and key stakeholders to sound decision-making when evaluating the health of projects or the operation.



As a key contributor to the success of BMP, you will be working on confidential assignments for our clients internally and externally at resorts, theme parks, and nonprofits and must maintain the secrecy of these projects.

## RESPONSIBILITIES

### Inventory and asset management

- Manage and maintain inventory management systems and tools to maintain a complaint asset tracking of raw goods and final production elements.
- Provide supporting data needed for planning and reconciliation purposes.
- Manage warehouse and inventory team to track all items in and out of the facility unsing MaintainX software and system
- Be the sole responsibility individual for tracking assets inside the facility including raw materials, finished goods and storage objects
- Management and maintenance of BMP owned and rented equipment such as forklifts, trucks, paint booth and small tools.

### Facility Operations and Safety

- Develop and maintain adherence to safety plans and training for facility operations
- Oversee, manage, and operate the BMP production studio facility, direct reports, and workflow processes in the studio or offsite.
- Oversee the maintenance of the BMP facility through coordination of internal or external resources including housekeeping, safety, tidiness, utiliites and all operational support vendors.
- Manage small facility improvement projects to support operations.
- Assist in development, implementation and training for safety programs
- Manage all trucking needs out of BMP and return to BMP for scenic elements. Estimated at 200 trucks a year. This includes scheduling trucks, bidding to trucking vendors, and general logistics for transport of finished goods out of studio and goods returning for storage in off season.

### Supply Chain Management and Procurement

- Establish and maintain strategic relationships with key BMP partners and suppliers.
- Assist in sourcing new suppliers, negotiating with existing suppliers, and maintain great partnerships overall.
- Manage procurement staff for sourcing of props and found objects, vendor supplied materials and uniquely sourced materials.
- Work with shop leads and foreman on raw materials orders, placing the orders and tracking into the facility



## Fiscal Responsibility

- Act as an owner to ensure financial targets and cost management are being supported and met with intention.
- Find financial synergies in all operational suppliers and main vendor suppliers, seek solutions for cost optimization.

## Leadership

- Manage current and future staff for facility operations
  - Inventory and warehouse- 3 FT
  - Inventory and warehouse – 8 seasonal in high season months
  - Procurement – 1 FT
  - Housekeeping – 1 FT
- Develop standard operating procedures relating to supply chain procurement, inventory and asset management, and facility integrity
- Recruit new talent for support of operations as needed and inspire and foster a positive workplace culture to retain BMP talent.
- Collaborate with multiple project producers simultaneously to meet or exceed project needs.
- Maintain confidentiality of all project information.
- Assist in BMP studio support, marketing events, and other tasks assigned.
- ***ALWAYS share the BMP studio spirit with others internal and external***
- Engage in logistics review, RFPs, execution and active operations management of logistics plans to deliver scenic elements, décor, and resources to various project sites domestically.



## QUALIFICATIONS

- A minimum of 5 years' experience in a similar field or related experience.
  - Required experience with MaintainX asset management software upon onboarding.
  - Organized and detail oriented.
  - Willingness to obtain OSHA 30 certification, forklift certification, and heavy equipment operation training.
  - Proficient in Microsoft Suite.
  - Willingness to learn new database programs such Connectteams, Sage, and Smartsheet.
  - A creative-minded collaborator.
  - Strong client-facing and teamwork skills.
  - Exceptional verbal and written communication skills.
  - Self-starter who works well independently and in a team setting.
- Be able to climb ladders up to 12' and able to lift 50lbs.

## COMPENSATION PACKAGE

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

- Salary Range: \$90,000 - \$110,000
- Health, Dental and Vision care coverage at 30 days
- 401k program with matching program at 6 months
- 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](mailto:talent@bmorrowproductions.com)