



Inventory & Logistics Coordinator – Seasonal

9.09.25

ABOUT US

B Morrow Productions (BMP) 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, we take a 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. 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 that the best creative output occurs when Talent has a safe, equitable space in which to create. We believe that an inclusionary group of talents will not only create better designs for our clients but create designs that represent the full audience that will experience we are designing for. IDEA (inclusion, diversity, equality, and accessibility) guides not only our work output, but also our internal culture. At BMP, your complete, unique, and wonderfully talented self can come to the studio each day (or sometimes work at home) to create, make, and operate amazing spaces and experiences.

BMP is certified by the National LGBT Chamber of Commerce as a Gay-owned Business Enterprise.

YOUR ROLE

As the ***Inventory & Logistics Coordinator - Seasonal*** you will oversee and manage the day-to-day operation of the Production Studio's inventory, logistics, and facility management.

You will be responsible for maintaining the entire inventory life cycle of all assets in the production studio from raw goods to completed fabricated scenic elements. You will coordinate and organize logistic priorities as assets enter and leave our facility. You will be the owner of the overall facility maintenance, ensuring our facility is clean, maintained and organized.

Through collaboration with the Senior Director of Operations, you will assist in creating and implementing process improvements throughout the production studio to include developing and implementing inventory management solutions, workflow adjustments, and cost-effective solutions.

Your role is to be a critical communicator and manager of process and quality for the inventory planning, from inception through the final inventory processes.



You will be responsible for working within project budgets allocations, organizing inventory talent, and communicating with the Senior Director of Operations.

Inventory Management

Effective asset management within our inventory system is essential to ensuring the success of our tracking processes. Assets currently housed in our facility play a vital role as we maintain existing items, fabricate new pieces, and receive raw materials. These assets include—but are not limited to—large scenic components, props, vignettes, holiday decorations, and both assembled and custom-built scenery. Proper handling, storage, and preservation of these elements is critical, as we strive to maintain their quality and integrity for our clients.

Logistics Coordination

Maintaining a well-structured logistics production schedule is critical to managing the high-volume flow of scenic elements in and out of our facility. These assets are shipped to clients for installation and later returned for storage, requiring precise coordination and timing. Ensuring that all assets departing the facility are securely and properly packed is essential to safeguarding them during transit to their destination. In this role, you will take ownership of the logistics schedule, working closely with freight brokers to secure the most cost-effective shipping solutions. Your ability to execute outbound and inbound distribution in alignment with production timelines will be essential, especially as we synchronize with installation and strike schedules.

Facility Management

As the steward of our facility's integrity, you will oversee cleanliness, general upkeep, and the coordination of repairs and improvements. A structured approach to daily, weekly, and monthly maintenance routines will be essential in keeping our space efficient, organized, and client ready.

Reporting directly to the Senior Director of Operations, you'll work closely with studio leadership and key stakeholders to enhance systems for inventory management, logistics, and facility operations, supporting B Morrow Productions' continued growth and innovation. This role involves handling sensitive projects for high-profile clients in the resort and theme park sectors, requiring strict confidentiality and professionalism. Above all, you'll embody and promote the BMP studio spirit in every interaction, both within the team and with external partners.



RESPONSIBILITIES

INVENTORY AND WAREHOUSE MANAGEMENT – 75% OF TIME

- Design and implement streamlined processes for asset management, procurement, delivery coordination, and storage operations.
- Collaborate with the Senior Director of Operations, Procurement Lead, and inventory team to ensure accurate tracking of raw materials and finished goods within our inventory system, maintaining full compliance.
- Oversee warehouse and storage activities, including the intake of goods and the complete inventory lifecycle using Maintain X, our inventory management platform.
- Direct inbound and outbound shipping logistics, including load bidding, and work closely with warehouse staff to ensure proper documentation and adherence to shipping standards.
- Manage pickups and deliveries for studio supplies and local client assets, ensuring timely and secure transport.
- Partner with the inventory team and facility custodian to maintain clean, organized, and safe workspaces throughout the facility.
- Monitor and maintain all inventory-related equipment—including vehicles, forklifts, and pallet jacks—to ensure safe and reliable operation.
- Ensure team members are properly trained in safety protocols and consistently use required personal protective equipment (PPE).
- Build and nurture strategic partnerships with key vendors, including freight brokers and inventory suppliers, to optimize logistics and procurement.
- Maintain clear and consistent communication channels to share shipping, receiving, and storage updates with relevant stakeholders.
- Lead and manage inventory teams, ensuring labor resources are allocated efficiently and effectively.
- ***ALWAYS share the BMP studio spirit with others internal and external***

TALENT MANAGEMENT – 25% OF TIME

- Develop and oversee scheduling for both the inventory team and facility custodian to ensure smooth daily operations.
- Set clear, actionable goals on a daily and weekly basis to drive team performance and accountability.
- Guide and support team members through mentorship, regular feedback, and skill development initiatives.
- Foster strong, collaborative relationships across internal departments and with external partners to maintain a positive and productive work environment.



QUALIFICATIONS

- Educational background in inventory management, logistics, or a related field; or equivalent hands-on experience demonstrating proficiency in these areas
- Preferred 3 - 5 years' experience in similar or related field
- Preferred bilingual - English and Spanish
- Must be proficient in Microsoft Suite
- Must become proficient in Smartsheet, Maintain X (inventory management system) and Connetteams (scheduling and timekeeping system)
- Exceptional verbal and written communication skills
- Must have a valid Florida driver's license
- Must be able to climb ladders up to 12' tall and use simple hand tools if needed.
- Lift materials that are less than 50 lbs.
- A creatively minded collaborator.
- Organized and detail oriented.
- Strong client-facing and teamwork skills.

COMPENSATION PACKAGE

Position is a Seasonal Hourly Position (September 2025- January 2026) that includes the following benefits:

- \$25 - \$30 /hr. commensurate with experience
- Overtime Eligible
- 401k Plan Eligible at 6 months post hire date, 100% match up to 3%

ACCOMMODATIONS

If you require accommodation in completing this application, interviewing, or otherwise participating in the talent selection process please direct your inquiries to talent@bmorrowproductions.com.