



# Project Manager / Producer

Job Description- Project Manager/Producer Full-Time (40 hours per week)

Department- Production

Job Dates- start 10/10/22

Pay Rate- \$35 - \$60/hr based on experience

*Producers* are responsible for managing, designing, budgeting, and supervising the installation of scenic fabrication projects from start to finish. *Producers* are the primary point of contact with the client and must have strong, professional communication skills. *Producers* use Vectorworks CAD software to design scenic environments and renderings for client presentation, and to create build drawings for the shop. *Producers* supervise carpentry crew during on-site installation and removal of scenic sets, or in the warehouse to load/unload vehicles. May work with *Shop Foreman* and *Graphics Manager* to develop the build approach. We offer competitive pay and a fast paced, fun, creative, and collaborative work environment.

## Skills / Requirements

- Strong written and verbal communication skills
- Experience professionally managing clients
- Experience managing medium to large installation and fabrication crews, including IATSE.
- 3-5+ yrs experience in scenic carpentry, preferably in theatrical scenic and/or set construction, or finish carpentry
- Working knowledge of Vectorworks, or AutoCAD

- Understanding of cabinetry, woodworking/furniture construction
- Minimum required tool set
- Mac Computer proficiency
- Ability to work as a team player under production deadlines
- Prompt, responsible, and self-motivated
- Professional appearance and attitude
- Class C clean driving record, with experience driving 24' box trucks

### Education

- Bachelor's Degree
- equivalent experience

### Plus

- Degree in technical theater / set design
- Forklift certification

### Benefits:

*Paid Time Off, Employer contributes to Health Plan, 401K for eligible employees.*

John Murray Productions, Inc. is located in Oakland Ca. and provides a design/build service to corporations, design firms, educational institutions, marketing agencies, audio visual and event production companies who seek to improve Sales, Marketing & Engagement through Custom Environments and Experiences. Established in 1989, our team of stagecraft professionals includes designers, project managers, and craftsmen with decades of industry experience informing practical scenic solutions for any space. From temporary stage sets to permanent exhibits, we are dedicated to a collaborative approach to any project. Our goal is to turn our client's vision into reality.

If interested in applying, please send your resume, cover letter, and portfolio to [info@johnmurray.com](mailto:info@johnmurray.com)