



Hudson Scenic Studio
130 Fernbrook Street
Yonkers, New York 10705
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JOB POSTING

Job Title: **Assistant Production Manager**

Hudson Scenic Studio is a leading provider of custom scenic fabrication, automation and painted drops servicing the live entertainment industry. To learn more about the company, please visit our website www.hudsonscenic.com. Location: Yonkers, NY.

The Assistant Production Manager reports to the Lead Production Manager and is responsible for numerous logistical and administrative tasks with a focus on trucking, logistics, health & safety, and the rentals department.

Key Responsibilities:

- Oversee warehouse and trucking personnel including the night time auxiliary crew
- Coordinate load out schedules, balancing client needs with trucking and warehouse resources
- Price and procure outside trucking vendors
- Coordinate shop space planning and all related logistics
- Coordinate Rentals Department, facilitating the scheduling of chain motors recertifications production rental load in requirements
- Assisting the Production Management department in managing multiple shows through the shop; preparing labor sheets for weekly meetings, facilitating Local 1 labor calls, coordinating new hire paperwork
- Help ensure all company safety programs and standards are met, and all trainings are completed. Encourage and maintain a "safety first" culture

Qualifications:

- BFA or BA with concentration in theatre management
- Basic understanding of theatrical fabrication drawings
- Knowledge of trucking logistics
- Knowledge of health and safety protocols and procedures
- Ability to read technical drawings and navigate AutoCAD; proficient in Microsoft Office programs and Google G Suite
- Ability to take direction, effectively prioritize, execute and problem solve in a high pressure environment and work efficiently within given time constraints; highly organized
- Ability to communicate ideas clearly
- Self-motivated; team oriented and highly collaborative work style

We offer a competitive pay and excellent benefit package. Hudson Scenic Studio is an equal opportunity employer.

Please apply by September 30th by sending resume to: hr-payroll@hudsonscenic.com