



Hudson Scenic Studios
130 Fernbrook Street
Yonkers, NY 10705
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hudsonscenic.com

JOB POSTING

Job Title: **Assistant Production Manager – Logistics and Trucking**

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.

Key Responsibilities:

- Oversee warehouse supervisor and trucking personnel including the night time auxiliary crew
- Coordinate load out schedules, balancing client needs with trucking and warehouse resources
- Create packing sheets for all projects leaving the shop
- Create truck pack drawings when needed
- Price and procure outside trucking vendors
- Plan and manage the daily trucking routes and priorities
- Ensure that all trucks are loaded safely and accurately
- Coordinate vehicle maintenance and services
- Support facility needs with the necessary resources
- 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

Qualifications:

- BFA or BA with concentration in theatre management
- Basic understanding of theatrical fabrication drawings
- Knowledge of trucking logistics
- Working knowledge of AutoCAD; proficient in Microsoft Office programs and Google G Suite
- Knowledge of health and safety protocols and procedures
- 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 9/30/2023 by sending resume to: hr-payroll@hudsonscenic.com.