



JOB TITLE: PRODUCTION MANAGER

Milwaukee, Wisconsin

Full Time – Exempt Salary Position

COMPANY PROFILE

Mindpool Live is a production company with a primary focus on video production for entertainment, corporate and non-profit organizations. From video staging for live events to multi-camera shoot and edit projects, Mindpool produces events globally. Our knowledge of video, audio, lighting and staging is an asset to our clients in conceptualization and production management.

Our team has partnered with some of the largest artists and events in the world with a focus on multi-camera production, LED and projection. Live production is at the heart of Mindpool Live's operations whether IMAG, streaming or broadcast.

RESPONSIBILITIES

The Production Manager (PM) is responsible for the technical oversight and organization of Mindpool Live projects. Including but not limited to single and multi-camera video shoots, projection/LED installations and presentations, live streams, broadcast and overall event production. The PM will work closely with Mindpool Live Producers and Directors to fulfill the technical execution and creative vision for all projects. The PM also manages freelance assistant PMs as needed, on a project-by-project basis. Production manager is responsible for allocation of internal resources to projects, procurement of external equipment if needed, production scheduling, crew procurement, and pre-production and technical management and oversight of all production.

PREFERRED QUALIFICATIONS

- 7+ years of relevant experience in a broadcast, audio-visual, or live production environment is preferred.
- Advanced knowledge of concert or other comparable large-scale event production environment, experience managing all facets of production and event management.
- Ability to manage multiple projects at any one time.
- Excellent written and verbal communication skills.
- Ability to develop and maintain budgets for projects and business operations.
- Ability to create and modify CAD drawing for technical and creative project development.
- Experience in managing and working with union and non-union labor.
- Ability to work non-traditional work schedule including evenings and weekends, dependent on production schedules.
- Ability to participate in occasional travel to production sites as needed, both domestic and international.
- Proficient in Microsoft Office (Excel, Word, Outlook)
- Experience with or ability to develop knowledge base for the use of Flex Rental Systems inventory management platform.



KEY FUNCTIONS

- Oversee event crew and direct equipment logistics and allocation for all Mindpool projects.
- Review proposals and define scope for technical applications.
- Oversee all production management and develop and implement strategies and processes to improve all aspects of production for this growing company.
- Work closely with internal staff to assist in the creation and management of project budgets.
- Work with Mindpool staff and clients to create sound technical solutions.
- Communicate production status with producers, clients and other project stakeholders, where necessary.
- Manage and plan show labor.
- Manage and participate in on-location production management.
- Oversee safety protocols and ensure a safe workplace for all Mindpool employees and contractors.
- Develop and draw technical plans.
- Develop standardized processes, organize project information and create/distribute thorough project documentation as it relates to project scope and execution.
- Work directly with the senior leadership group to establish best practices and streamline day-to-day business operations.
- Collaborate with creative team to provide necessary leadership in technical design to bring conceptual projects to fruition.
- Complete and oversee all technical advance for Mindpool projects with promoters, artists, and other key project stakeholders and clients.
- Other duties as assigned.

APPLICATION

Interested applicants should submit cover letter with resume, salary requirements, and 3 references via email to JOBS@mindpoollive.com, using the subject line: Mindpool Production Manager.