

Production Logistics Coordinator

The Public Theater seeks a Full-Time Production Logistics Coordinator to join our dedicated, fast-paced Production Department in support of the full range of production activity at The Public. The Production Logistics Coordinator manages trucking for the Production Department and coordinates storage, allocation, and maintenance of shared Production equipment. The Production Logistics Coordinator reports to the Associate Director of Production and works closely with the Production Management office and the six technical departments.

This position is full-time salaried, overtime-eligible, and benefit-eligible; the standard schedule is 40 hours per week, Monday through Friday, though the hours fluctuate in response to the trucking schedule. Occasional early mornings, evenings, and weekend hours are required.

Responsibilities:

- Supervise Trucking Logistics for the Production Department: Maintain company truck and coordinate all long-term and short-term vehicle rentals. Hire, train, and manage logistics team members. Create and distribute daily schedules of truck movement, monitor and adjust schedules in response to changing circumstances
- Manage shared Production Department resources: maintain up-to-date inventory, track current and future needs, and coordinate storage and maintenance of equipment shared by multiple technical departments.
- Work with Operations and Production staff to coordinate access and use of shared support spaces including alleys for loading and storage
- Continually develop and improve systems for organizing and managing shared resources

Requirements:

- Excellent conception and organization of schedule and inventory information
- Proactive and collaborative problem solving
- Ability to respond to changing circumstances quickly and with a positive attitude
- Able to assess multiple competing priorities and compromise effectively with many stakeholders
- Excellent written and verbal communication
- Forward thinking and anticipation of future resource needs
- Working knowledge of Microsoft Outlook, Word, and Excel; ability to learn other inventory and schedule software as required
- At least two years professional experience in technical production for theater or entertainment industry
- Ability to work occasional early morning, evening, and weekend hours
- Valid driver's license

Preferred Qualifications:

- At least one-year experience in a technical supervision role in entertainment industry; experience scheduling and supervising production crews
- Experience driving trucks and vans in New York City; familiarity with New York City parking and traffic regulations for trucks and commercial vehicles
- Experience working with commercial shipping and trucking companies

The Public is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

This is a Non-Exempt position, according to the Fair Labor Standards Act. Position is available immediately.

Please send cover letter and resume to: prodadminjobs@publictheater.org

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