

PRODUCTION MANAGER

IS-1001-9 109062

INTRODUCTION:

The purpose of this position is to coordinate and manage various aspects of the production of the Smithsonian Year of Music. The incumbent works under the general direction of the Convener of the Program Committee (Smithsonian Year of Music), although the employee works on own initiative and judgment, seeking the advice of the supervisor at specified periodic intervals.

While it is emphatically a pan-institutional appointment, the position is located in the Center for Folklife and Cultural Heritage (CFCH), Smithsonian Institution, which produces the annual Smithsonian Folklife Festival, houses Smithsonian Folkways Recordings, organizes museum and traveling exhibits, and produces documentary films and videos, symposia and educational materials.

MAJOR DUTIES:

Collaborates with permanent and temporary staff across SI, and incorporates program knowledge to plan production phases of projects and to coordinate between projects that will be part of the Smithsonian Year of Music. Incumbent will meet regularly with the Program Committee to understand the scope, focus and needs of the program, in order to accurately schedule production time-lines that allow for multiple projects to be completed simultaneously. Establishes and coordinates production schedules with editors, program curators, technical, design, and administrative staff, in-house services, and out-of-house contractors necessary to manage the flow of work required for projects (50% of time).

Tracks and supervises workflow in planning, research, design, and execution stages of projects, monitors deadlines and delivery of work required from SI permanent and temporary staff, Smithsonian in-house services and out-of-house contractors. Makes recommendations to both permanent and temporary SI staff for changes in scheduling and staffing in order to complete projects in a timely manner. Keeps accurate, updated logs of all activities. Monitors project budgets by meeting with project staffs to anticipate possible cost overruns. Coordinates internal reviews by relevant SI staff. Coordinates appropriate reviews to ensure approval by sponsoring organizations. Monitors projects to ensure that they conform to SI regulations. (50% of time)

FACTORS:

Factor 1. Knowledge Required

Knowledge of project management principles and practices in order to track and supervise workflow in planning, research, design, and execution stages of projects, monitor deadlines and delivery of work required from SI permanent and temporary staff, Smithsonian in-house services and out-of-house contractors.

Knowledge of production schedules and ability to create such schedules in order to maintain workflow, while monitoring deadlines and budgets, gained through work experience.

Ability to coordinate print, multimedia, information technology, and event production in order to manage staff and contractors in technical production, gained through work experience.

Ability to collaborate effectively and communicate diplomatically with program curators, event staff, editors, technical, design, and administrative staff, in-house services, and out-of-house contractors to discuss concerns and coordinate necessary changes and ensure that projects are completed by the prescribed deadlines and in accordance with required procedures.

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Factor 2. Supervisory Controls

The position reports directly to the Convenor of the Program Committee (Smithsonian Year of Music). The Program Committee outlines plans, objectives, priorities and deadlines. The incumbent is independently responsible for carrying out the assignment, resolving most of the conflicts that arise and coordinating with others as necessary. The incumbent keeps the supervisor informed of progress. Problems and deviations are handled in accordance with instructions, policies and guidelines. Completed work is reviewed for soundness of overall approach, effectiveness in meeting requirements or expected results and accuracy.

Factor 3. Guidelines

Guidelines are set down in SI memoranda and manuals and past standard procedures for managing SI productions. However, the guidelines sometimes are general and incumbent has latitude in deciding approach to specific problems within the established guidelines. Unusual issues that are not covered by existing guidelines are discussed with the supervisor.

Factor 4. Complexity

Incumbent performs work that affects the management of production for Smithsonian Year of Music projects. Incumbent must devise and recommend to the supervisor for approval innovative solutions to promote greater efficiency in production. The work involves overseeing production scheduling and management of workflow of the 2019 Smithsonian Year of Music.

In deciding what must be done, the employee consults with SI staff and Smithsonian Year of Music contractors to understand their needs in order to maintain consistent work flow and adapt to changing situations.

Difficulty may be encountered in motivating staff to follow policy and procedures, adhering to timelines and meeting deadlines.

Factor 5. Scope and Effect

The purpose of this work is to manage the production of the 2019 Smithsonian Year of Music. The employee performs work that affects the daily operation of the office, the success of the 2019 Smithsonian Year of Music and the reputation and image of the Smithsonian Institution to our visiting public.

Factor 6 & 7. Personal Contacts and Purpose of Contacts

Incumbent maintains contacts with SI staff, contract representatives, and with various support units of the Institution.

Professional contacts are consulted on various ideas, products and services involved in implementing projects. Contacts within SI are used especially for developing and facilitating projects.

Factor 8. Physical Demands

A fair deal of travelling between SI Units around the Mall for meetings and discussions.

Factor 9. Work Environment

Majority of work is done in office environments.