

# CITY THEATRICAL

NEW YORK • LONDON

## Job Description

Re-posted: February 21, 2023

**Title: Production Planner and Scheduler**  
**Reports to: Head of Manufacturing**

**Department: Manufacturing**

City Theatrical has been inventing and manufacturing award-winning, industry leading products and technology for over 37 years. Even if you have never heard of City Theatrical, chances are you have seen our industry trusted products bring to life productions like:

**Broadway:** *MJ The Musical, Moulin Rouge! The Musical, Hamilton, The Phantom of the Opera, The Lion King*, among [many others](#).

**Tours:** Carrie Underwood's [The Denim & Rhinestones Tour](#), Madonna's MDNA Tour, America's Got Talent (AGT), U2's 360 Tour, Taylor Swift's Red Tour, and more.

**Broadcast Television studios:** [CBS Studio](#) for *Evening News with Norah O'Donnell*, [ESPN Studio Y](#) for *SportsCenter*, NBC's *The Tonight Show, Saturday Night Live*, and *Late Night with Seth Meyers*, MSNBC News, Fox News, NBC Sports, and more.

**TV and Film Industry Projects:** [The Unicorn](#), Netflix Film [End of the Road](#), [Stranger Things](#) Season 4, *The Gilded Age, The Marvelous Mrs. Maisel*, and more.

City Theatrical's dedication to be the best in the industry exemplifies the company's culture and motto: We invent, manufacture, and customize unique lighting accessories and technology.

The primary role of the **Production Planner & Scheduler** will be responsible for developing and maintaining an effective Production Schedule capable of completing our orders on time, on budget and with the highest quality. The right candidate will have exceptional attention to detail, and a genuine interest in manufacturing processes and scheduling techniques.

### **Responsibilities:**

- Apply principles of lean manufacturing to develop leveled and effective production schedules (smaller batches, less inventory, shorter lead times).
- Conduct and facilitate production meetings to analyze orders' requirements, critical tasks, milestones, identify bottlenecks and submit recommendations for corrective actions.
- Monitor and prepare production status reports based on current and future capacity and productivity.
- Review production orders Bill of Materials and Routers before they are released to production.
- Print production work orders, prepare orders travelers and labels, and deliver them to work centers.
- Review and analyze data on inventory levels, open orders and sales history to determine what products and quantities to manufacture and purchase.
- Communicate with Procurement to order materials in a timely manner.

**US HEADQUARTERS**  
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- Effectively handle multiple shifting priorities while meeting deadlines.
- Work on any projects assigned by Manufacturing Management.

**Education, Skills, Knowledge, & Abilities:**

- Bachelor's degree in a business or technical related discipline, or work experience in a manufacturing environment utilizing MRP software
- Experience and knowledge of Professional Project Management techniques
- Familiarity with Lean Manufacturing scheduling techniques
- Experience managing multiple projects and interacting with cross functional teams
- Sound knowledge of computer scheduling programs for manufacturing such as MRP systems
- Ability to efficiently and effectively handle multiple and shifting priorities while meeting deadlines
- Excellent verbal/written communication skills and effective interpersonal skills

**Compensation Includes: Competitive Salary, Profit Sharing, 401(K) Matching, Health Insurance, Dental Insurance, Paid Time Off, Vision Insurance.**

To apply, send your cover letter and resume to: [info@citytheatrical.com](mailto:info@citytheatrical.com)

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**Mechanical Draftsperson**

**Approval:**

HR Manager: \_\_\_\_\_

Head of Engineering: \_\_\_\_\_

President: \_\_\_\_\_

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Connect with City Theatrical!



<https://www.citytheatrical.com>