

CHICAGO ARCHITECTURE BIENNIAL

Production Manager

The **Production Manager** oversees the fabrication, production, installation and deinstallation of the 2021 Chicago Architecture Biennial city-wide exhibition. Working closely with the Artistic Director and CAB leadership, the Production Manager manages all aspects of research related to the installation and production and realizing the installed components of the project. Manager should have experience managing multiple project timelines and complex budgets. Manager will be responsible for getting competitive project quotes from vendors, ordering supplies and equipment for installation, and managing on-site technical teams/contractors.

This is an opportunity for a candidate with proven experience at managing various complex projects and who is inspired to work within a small team in a fast-moving and dynamic environment. This position is a full-time, temporary role from May 2021-February 2022.

About the Chicago Architecture Biennial

The Chicago Architecture Biennial (CAB) is an organization dedicated to creating an international forum on architecture and urbanism through producing year-round programs and a biennial exposition of city-wide activations for a diverse audience of designers, educators, advocates, students, and local communities. CAB's mission is to engage and inspire professional and public audiences; highlight the transformative power of architecture; and envision a future for the field that is equitable and sustainable. In 2021, CAB's work is focused on the theme *The Available City* led by Artistic Director David Brown, which presents a new approach to urban design that connects community residents and designers to collaboratively envision transformative possibilities for vacant urban spaces.

Responsibilities:

- Manage all production timelines including design development, fabrication/production, installation, deliveries, maintenance of the site, and deinstallation; monitor the production process and adjust schedules as needed
- Maintain and manage project budget
- Work with contributors, Artistic Director and CAB leadership to determine the resources required for the project; evaluate and determine the resources available on the production site
- Oversee and supervise on-site production and fabrication of the project; coordinate and oversee installation and deinstallation schedules
- Determine the equipment and materials needed for the project
- Schedule and oversee timely local, national, and international transport including any crating, shipping, customs and necessary storage
- Source and hire fabricators, specialized technicians, and other production support needed to facilitate the construction or facilitation of the projects

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- Liaise with engineers and special technicians to ensure the project meets all required guidelines and safety requirements
- Work with CAB to arrange and secure insurance coverage for exhibitions
- Ensure that health and safety guidelines are followed at all times

Qualifications:

- Minimum of 3-5 years related exhibition or production management experience
- Superior budgeting, spreadsheet and contract preparation skills are essential
- Practical experience in the handling, transportation, installation/de-installation and display of a broad range objects and materials
- Ability to manage, coordinate, and complete multiple projects simultaneously, working within tight deadlines
- Excellent written and oral communication skills; detail-oriented
- Expertise with Microsoft Office, Adobe Creative Suite, and SketchUp or AutoCad is necessary

The position offers a competitive fee.

Application Materials:

To apply, please submit your cover letter, resume, and three references to info@chicagoarchitecturebiennial.org by **April 26, 2021** with **Production Manager** in the subject.