

# Production Assistant



## Responsibilities

- Make runs to pick up various items for the production (i.e. camera equipment, props, wardrobe runs, etc.)
- Assist Producers and ENG crews on shoots
- Assist other departments when needed
- Setup and breakdown of video and audio equipment (speakers, cameras, lights, etc.)

## Basic Qualifications

- Familiar with DSLR cameras
- Basic understanding of lighting equipment
- Minimum 1 year of experience in television, video, or event production
- Ability to lift 25 lbs.

## Eligibility Requirements

- Interested candidates must submit a resume for this job online to be considered
- Willingness to work long hours and on some weekends with short notice
- Must have personal vehicle with insurance and driver's license
- Must have work authorization to work in the United States

## Desired Characteristics

- College degree preferred
- Strong Organizational, and leadership skills with great attention to detail
- Strong communication skills and a focus on customer service
- Demonstrated ability to think clearly and quickly under pressure
- Must demonstrate a high quality of work performed, both accurately and efficiently
- Must work effectively under own initiative and strict deadlines
- Self-Starters who are assertive, enthusiastic and highly motivated

## Seniority Level

- Entry level

## Industry

- Broadcast Media
- Video Production

## Employment Type

- Freelance