

## **PRODUCTION ASSISTANT**

### **Job Type: Full-Time Employment**

Summary Overview: A Production Assistant serves on film, television or theater sets assisting the Producers and Directors on set.

### **Essential Functions:**

- Helping prepare the set with lights, props, equipment, etc.
- Assisting costume designers, directors, camera people and other crew members
- Escort actors around the filming area and coordinate extras
- Conduct crowd control by putting up signs, directing pedestrians away from filming, lock down sets, etc.

### **Education:**

High School Diploma

### **Day-to-Day Responsibilities:**

- Printing and distributing paperwork (e.g. scripts, call sheets, etc.)
- Relaying messages between crew members
- Running errands for Directors and Producers
- Act as a runner distributing messages or items within film crew and cast
- Perform administrative work (answering phones, paperwork, etc.)
- Undertake errands as assigned. Printing and distributing paperwork (e.g. scripts, call sheets)

### **Skills:**

- Knowledge of terminology (appreciated)
- Computer savvy
- Excellent organizational and multi-tasking ability
- Resourcefulness and problem-solving
- A team player with great communication skills
- Physical strength and stamina
- A valid driver's license