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# Example of Freelance Production Assistant Job Description

Our company is growing rapidly and is hiring for a freelance production assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for freelance production assistant

* Produce and coordinate content for social media platforms
* Assisting Post Production Coordinator calendar and schedule
* Help Coordinate delivery of materials to and from numerous outside vendors and distributors
* Assist Post Production Coordinator and other staff in hiring and coordinating the onboarding of freelance editors, assistant editors, colorist, motion graphics artists and post
* Cut video and sound and produce graphics under tight deadlines
* Bachelor’s degree in Broadcasting, Journalism or Communications is preferred
* Knowledge of iNews and Ardome is a plus
* Use social media to post screengrabs, GIFs and video to engage users/viewers and drive streaming/tune-in during live sporting events
* Craft engaging posts and headlines to go with videos to share on social/digital platforms including Facebook, Twitter, YouTube and FOXSportsOhio.com
* Write blogs, post stories and update FOXSportsOhio.com

## Qualifications for freelance production assistant

* Ability to travel on a short notice and keep flexible hours
* Prior internship or job experience producing on-air promotions is preferred
* Familiarity with digital editing platforms, Ardome and VIZ are preferred
* BA in Communications or Journalism
* 1-2 years of live television experience is a plus
* Great communication skills, positive attitude and dedicated member of the Varney & Co