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# Example of Freelance Production Assistant Job Description

Our growing company is searching for experienced candidates for the position of freelance production assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for freelance production assistant

* Assist in editing pieces, font coordination and performing sports and photo research where required
* Support video producers with equipment set up, shoot support, sound, camera, and equipment breakdowns
* Process editorial video expenses for accounting
* Maintain upkeep of studios and shoot spaces
* Assist with media management and post production support
* Assist the equipment team with check ins/check outs, coordination, equipment cage operations
* Assist equipment team with video equipment and studio management, check outs, and upkeep
* Manage green room
* Produce content for social media platforms
* Pitch story ideas and be willing to see them through from start to finish

## Qualifications for freelance production assistant

* Competency with social media including Instagram, Facebook, Twitter, and Snapchat
* Sound news and editorial judgment
* High attention to detail and clean copy in all digital and social posting
* Understanding of (or willingness to learn more about) management systems for posting web content
* This position is approximately 40 hours a week
* Must have 2 years production experience