Downloaded from <https://www.velvetjobs.com/job-descriptions/studio-assistant>

# Example of Studio Assistant Job Description

Our innovative and growing company is searching for experienced candidates for the position of studio 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 studio assistant

* Assist head conservator with projects of all sorts dealing with original works on paper, fine and historic prints, posters, documents, historic maps, photographs, and parchment
* If the employee shows aptitude, the job would include some basic conservation processes such as hinge and tape removal and mending of simple tears
* Supporting the Motion Capture team w/production prep which will entail setup, calibration, testing and general maintenance
* Supporting the motion capture lead by operating the motion capture system on acquisition shoots
* Operation of proprietary tools related to the capture system
* Supporting the team with testing and implementing new and/or updated production related softwares
* Supporting the Scanning teams with testing, and photo texture capture
* Supporting the motion capture team with custom camera configurations, which will include aim, focus and all related A/V requirements
* Assist with construction of set and props, talent wardrobe fitting and marker application
* Taking direction from motion capture lead that relates to session prep and production wrap

## Qualifications for studio assistant

* English usage, excellent oral communication, writing, and editing skills are preferred
* General studio tasks (Filing, organizing, errands, email, administration)
* Creation of visualizations and installation manuals
* Good knowledge of Adobe Creative Suite
* Quick books software is a plus
* Strong graphic and presentation skills