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# Example of Video Production Assistant Job Description

Our innovative and growing company is looking for a video 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 video production assistant

* File and organize any needed shoot paperwork
* Assist on set as needed
* Organize and maintain all paperwork from video shoots, talent and location releases, SAG/AFTRA forms
* Provide strong administrative support, maintaining calendars, processing and tracking expense reports, answering phones, ordering supplies/product
* Update and distribute weekly video promotion status reports
* Assist with video solicitation, circulation of budgets for approval, pre-production needs (wardrobe, rider requests, glam, security etc), rough cut distribution, and final delivery of videos
* Help organize behind the scenes and content crews, etc
* Maintain video treatment and project files, all costs related to each production project and facilitate payments and contracts with A&R Administration department
* Create and maintain databases (directors, production company, stylists, hair/makeup, editors, DP’s etc)
* Book employee and artist/glam travel/hotels/transportation

## Qualifications for video production assistant

* Requires a minimum of five (5) years of directly job-related experience
* Strong interest in production
* Comfortable lifting 50 pounds on a daily basis
* Basic understanding of lighting, grip, camera, and production equipment
* Decent sense of humor
* Bachelor’s degree in audio/visual communications, design, production or journalism communications and four years’ related experience, or equivalent combination of education and experience