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# Example of Video Production Assistant Job Description

Our growing company is looking for a video 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 video production assistant

* Assist with video productions, meetings, and events on location as requested
* Help coordinate assets for video premieres and other artist interviews, performances, and meetings
* Interview, help select and oversee interns for the department
* Help and assist with all department and interdepartmental needs
* Act as liaison with other departments within organization
* Research facts for on-air segments
* Track and file expense reports
* Field questions and inquiries from staff and outside individuals
* Screen phone calls and take detailed messages
* Coordinate travel arrangements and meetings with staff and management

## Qualifications for video production assistant

* Expertise and mastery of the video production process, camera operation, different camera and lens types, proper filming techniques, lighting design, microphones and the post-production process
* Strong knowledge of current and emergent audio/video technologies, web architecture, online design and live streaming, multimedia communications and video production are essential
* Experience with in-game statistical programs (The automated Scorebook/ Stat Crew) and their relevance to in-game coverage
* Knowledge of digital/social media applications and experience with Final Cut or other applicable editing software
* Ability to apply web design principles and techniques to the creation and enhancement of integrated, complex websites
* Highly motivated, proactive, energetic, creative and positive