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

# Example of Video Production Assistant Job Description

Our company is hiring for a video production assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for video production assistant

* Perform general office responsibilities as assigne
* Coordinate performers, actors and entertainers logistics to the set from trailers, driving off-site to college ship packages, and handing out scripts
* Assist with footage requests and administrative duties
* Assist with planning and on-site services for regular events held and attended by the Division
* Post and update information on Division web properties
* Supports Manager of Video Content in day-to-day management of all active projects
* Attends video shoots in support of Manager as needed
* Participates in development and execution of Single Product Demos, Engage to Convert Videos
* Maintains director, model, music contracts, prop and model releases and drafts contract language for approval by Manager
* Provides estimates and up to date reports on budgets for assigned video shoots

## Qualifications for video production assistant

* Ability to publish digital content to social media (Facebook, Twitter)
* Exceptional organizational, interpersonal, communication, and time management skills the ability to prioritize, multitask, and focus while working under stressful and demanding situations
* College or technical degree in Visual Communications (emphasis in film/video) or related field required
* Experience directing and producing live sporting events
* Experience working with Newtek Tricaster and 3Play, JVC Cameras, and Wirecast
* Experience working in a broadcast control room