



Example of Production Associate Job Description

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Our company is searching for experienced candidates for the position of production associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for production associate

- Ensure branding and related graphics are integrated appropriately in all videos
- Ensure ADA compliance for videos, including working with srt files, transcripts, and subtitling
- Work within a fast-paced environment and meet deadlines
- Process and publish finished pieces for numerous digital platforms
- Required to assist operator in loaded and unloading slitter
- Required to assist operator during change over's
- Required to inspect finished rolls, vacuum if dust is visible and inspect each roll for non-conforming characteristics [i.e., angel hair, loose rolls, roll weave or bad cuts]
- Must be able to read and understand shop orders
- Communicate with operator and shift lead
- Perform cleaning task of equipment and plant

Qualifications for production associate

- Experience filming on-location in Head Start centers, pre-schools, or similar environments
- Experience with online music libraries, selecting, editing, and mixing music with narration
- Ability to produce graphics and texts for video
- Demonstrated ability to turn complex issues and ideas into compelling,

- Ability to work effectively as an individual and collaborate as a member of a team
- Ability to handle multiple projects and exercise good judgment in an organized and professional manner, in a fast paced, dynamic and deadline driven environment