

Production Assistant – Job Description

JOB TITLE: Production Assistant

ALTERNATE TITLES: P.A.

REPORTS TO: Director of Production, Company Manager

JOB TYPE: Seasonal, Salaried

SUPERVISES: N/A

GENERAL JOB STATEMENT: The Production Assistant works interdepartmentally as needed. This position may require a range of duties including but not limited to: acquiring materials and supplies from various stores in the area, airport runs to pickup/drop-off personnel, participating in aspects of load in, load out, and show runs.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Provide general assistance within the production department.
- Act as a shopper/buyer for production shops and company management by picking up pre-orders and shopping in person for items needed.
- Assist in receipt reconciliation for department heads on purchased items.
- Assist in set-up for hospitality for company provided meals, opening night parties, and other company sponsored events.
- Any additional tasks as requested by the Director of Production or Company Manager.

QUALIFICATIONS AND SKILLS:

- Ideal candidate will be personable and will possess excellent communication and organizational skills.
- Have a base knowledge of all production departments to be able to assist in acquiring required materials and suggesting options for materials.
- Valid Driver's License