



## **JOB DESCRIPTION PRODUCTION ASSISTANT**

### Scope of Work:

PA will report directly to the Director and act as a liaison to all cast members and production contacts and vendors; be responsible for scheduling meetings, maintaining shooting schedule and social media oversight. Responsibilities also include assisting with a variety of tasks including but not limited to: equipment and wardrobe delivery and management; camera and lighting set up and strike, running local errands.

### Candidate:

The ideal PA will be a responsible, flexible, reliable individual, interested in the production side of the creative arts. Must have above-average tech and social media knowledge. Must provide a valid driver's license, have access to a vehicle and a personal cell phone. Flair for marketing and sense of humor a plus. Previous film production experience not necessary if right candidate is dedicated to helping this production run smoothly.

### Hours & Compensation:

This is a temporary, part-time position. PA would need to be available days and some evenings, approximately June 11 – August 13 for approximately 50-60 hours total, exact schedule to be determined. Pay is \$15/hr with the possibility of a bonus at the end of shoot, depending on work performance. Reimbursement for gas and out-of-pocket expenses. This position does not include health or paid time off benefits.

### How to apply:

Email a resume and short cover letter of interest to: [pc@funameda.com](mailto:pc@funameda.com)  
Include: *PA position, Alameda – the Film* in the subject line of the email.  
Deadline to apply: May 20, 2022 – Looking to fill position by: June 1, 2022

***Alameda*** a film by Patti Cary  
© 2022