



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 parts from various stores in the area, airport runs to pickup/drop-off personnel, participating in aspects of load in, load out, and show runs. The Production Assistant will also assist the Company Manager in various duties including, but not limited to: airport runs and hospitality needs.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Provide general assistance within the production department.
- Act as a “gopher” for production, shops, and company management.
- Any additional tasks as requested by the Director of Production and/or Company Manager.

QUALIFICATIONS AND SKILLS:

- Ideal candidate will possess excellent communication and organizational skills.
- Valid Driver’s License