

Video Production Assistant Job Description

Duties and Responsibilities:

- Arrange and examine equipment for audio and video production work, such as cameras, microphones, and mixers
- Create and distribute production schedule, call sheets, and briefing note documents
- Edit video content for different formats, such as internal projects, social media, promotional materials, and advertisements
- Ensure best performances and equipment functionality during events and excellent troubleshooting abilities where necessary
- Stay up to date on the newest audio-visual technologies and best practices in video production, and arrange for studios, production equipment, production staff, and performance crew
- Organize meetings with team leaders and colleagues and hold interviews for new employees who are applying for a video production assistant position
- Work together with the media producer to bring modern ideas to life, ensuring reliability of brand across all audio and video contents
- Ensure a professional workflow through maintenance of audio and video qualities and meeting of project deadlines
- Help the production team with a range of duties, including arranging settings and managing equipment
- Render assistance in ensuring proper functioning of recording devices and video cameras in making high-quality videos
- Set up and dismantle all audio and video equipment before and after event respectively, and properly store them in their appropriate positions, and manage inventory
- Utilize post-production practices, such as sound mixing and color correction
- Team up with other crew members to ensure efficient execution of events and adherence to production plans

- Ensure last video exports meet the technical requirements for different platforms, including TikTok, YouTube, Instagram, and LinkedIn
- Network and negotiate with suppliers and successfully handle budgets and expenses.

Video Production Assistant Requirements – Skills, Knowledge, and Abilities

- **Communication Skills:** If the communication of a video production assistant is clear, direct, friendly, and effective, it will save them time and reduce misconceptions when interacting with producers, directors, production team members, and other professionals. They will know how to communicate well in a respectful manner and pass information across to other members of the team.
- **Teamwork:** Video production assistants should contribute to the progress of the team by collaborating effectively with others. This involves contributing to a shared vision, maintaining positive relationships within the team, and working with people from different settings to help the production move smoothly within a specific timeframe.
- **Problem-solving Skills:** Video production assistants are expected to identify possible challenges that may erupt during production and provide immediate solutions. They need to assess the situation, consider all possible choices, and make appropriate decisions. Producers expect the assistant to predict potential problems and make necessary arrangements for alternative means of resolving the issues, to achieve a perfect and error-free production. In order to have a smooth production, video production assistants should be able to devise quick and effective solutions to issues.
- **Time Management Skills:** The ability to prioritize tasks and meet deadlines effectively is necessary in the video production assisting profession. Because the production assistant may be occupied with a number of tasks that need to be executed before the end of the production, the skills to manage their time efficiently and prioritize activities effectively will be mostly required.

- **Attention to Detail:** Since all aspects of production require accuracy and consistency, video production assistants should have an eye for detail so that the project will have a positive outcome. They need to be very careful in their actions and observe things thoroughly to ensure accuracy and quality in their work and avoid unnecessary mistakes during production.
- **Organizational Skills:** With good organizational skills, video production assistants can ensure that filming and rehearsals work according to the program. They also ensure the timely delivery of crew members and schedules for cast. Sometimes, they handle accommodation issues, flight arrangements, and inventory of the production crew. It is the production assistant's duty to organize and schedule tasks and manage audience activities during theater performances.
- **Technical Skills:** Video production assistants need to be comfortable with various tools and equipment used on the production set. They need to become familiar with some software tools, such as Adobe Premiere Pro, DaVinci Resolve, and Final Cut Pro. They also need the knowledge of sound equipment, camera operation, recording equipment, and stage lighting tools. With technical skills, video production assistants can use special effects, computers, and other technological devices to perform necessary tasks.
- **Leadership Skills:** Although video production assistants usually work under a producer or director, they still have cast and crew members to manage and lead. Therefore, they need the ability to give direction and delegate tasks where necessary. Often, producers or directors rely on production assistants to perform duties while they're completing other tasks, so it's essential to know how to control a great team.
- **Punctuality:** Things need to run efficiently on set as film production is time-sensitive with a lot of actors and crew members receiving payment by the hour. When video production assistants are punctual they are managing their time and the time of others as well. Remember in your role as a video production assistant that you will plan schedules and organize props, equipment, and other valuable resources and ensure they are available when needed. Producers always rely on their assistants to manage the time spent filming to ensure the entire schedule is completed by the end of the day.

- **Administrative Skills:** This has to do with the ability to arrange files, prepare call sheets, answer phone calls, handle paperwork, and respond to emails. Video production assistants are also expected to perform other clerical tasks on the set. These administrative duties are required to aid the filming process as it gives time to the directors and producers to take care of more serious issues on set.
- **Ability to Work under Pressure:** It's important for video production assistants to develop the ability to work well under pressure and encourage others to put all efforts and help the production move well as required. In order to utilize this skill well and achieve its aim, stress and time should be managed properly.
- **Production Knowledge:** It is very important that video production assistants understand production process and workflow. They should be able to understand the diverse stages of video production from preproduction to postproduction.