

Television Production Assistant

Overview

A television production assistant is responsible for the administration, organization and secretarial work involved in producing a television program. While duties do vary from production to production, the work includes assisting actors and the crew, issuing scripts, dealing with travel and accommodation bookings and sorting out enquiries and other paperwork.

A production assistant may work on different kinds of programs, such as news and current affairs, reality television shows, dramas and comedies. They are usually involved at all stages of a project, working alongside everyone from early stages until completion.

Work activities may include:

- attending production meetings;
- typing, editing, copying and distributing scripts;
- organizing travel arrangements for cast, crew and production executives;
- booking hotels or organizing accommodation for cast and crew;
- typing and distributing schedules, or call sheets;
- assisting cast members and at times running errands for them;
- running errands between the production office and other departments;
- dealing with accounts and expenses;
- checking running orders and scripts;
- keeping track of timings during a program;
- setting up pre-recorded material in the studio gallery;
- making schedules, shot lists, logs and other paperwork for post-production.

Personal qualities needed:

- excellent communication and interpersonal skills;
- the ability to work effectively as part of a team and alone;
- stamina, persistence, enthusiasm, motivation and a proactive manner;
- the ability to remain calm and level-headed under pressure;
- initiative, flexibility, adaptability, common sense and problem-solving skills;
- sound administrative and organizational skills;
- a good level of numeracy and fast, accurate word-processing skills;
- the ability to prioritize and cope with last-minute changes (e.g. to scripts) while under pressure.

Experience and/or skills in the following areas are useful:

- communication and media studies;
- photography/film/television;
- fine art/visual art;

- information technology/multimedia;
- graphic design.