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## Production assistant

**Posted by:** Scratch Studio Production Ltd

**Posting date:** 05-Nov-2024      **Closing date:** 25-Nov-2024

**Education:** Secondary school

**Language:** English

**Job location:** Abbotsford

**Salary:** \$27.50 Per Hour

**Years of Experience:** Fresher (less than 1 year)

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ1281267

## Job description:

### Languages

English

### Education

Secondary (high) school graduation certificate

### Experience

1 year to less than 2 years

### Work setting

Various locations

## **Responsibilities**

### **Tasks**

- Set up and operate mobile camera platforms, microphone booms and lighting equipment
- Adjust focus, sounds levels and other projector and theatre settings and maintain equipment
- Rig, place, move and dismantle sets, backdrops, scenery and other stage equipment
- Assist performers to dress in costumes
- Arrange schedules
- Change and install an electronic control panel using automated equipment
- Set up equipment

## **Experience and specialization**

### **Computer and technology knowledge**

- Adobe Photoshop
- MS Excel
- MS Word

### **Area of specialization**

- Lighting

## **Additional information**

### **Work conditions and physical capabilities**

- Work under pressure
- Tight deadlines

### **Personal suitability**

- Flexibility
- Organized
- Team player