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Position Information

Position: Production Assistant
Position ID: O-2201
Hours: Part-time, Contract
Term: August 26-September 3, 2022
Wage: \$200/day

Summary

This posting is for a Production Assistant to assist the crew of the feature film, *Nechako*, which begins production in late August 2022. We are looking for a person 19+ to provide general assistance to the crew during filming. As we continue filming in the territories over the next year, we hope to include this as an on-going part-time position.

Duties

- General assistance in undertaking errands and tasks as assigned
- Operating office equipment to help with photocopying, printing, emailing, or other administrative duties
- Transporting people and equipment to and from locations either in their own car or one provided and arranged by the production team
- Responding to requests from other members of the production team
- Making sure all members of the film and production team have everything they need to perform their jobs
- Supporting crew members on location, in the field or in studio
- Preparing and packing items
- Handling production paperwork
- Assisting in filming as needed
- Securing the film crew from interference during filming

Qualifications & Skills

- Experience in the field and with administrative tasks
- Driver's license (and vehicle, if available)
- Ability to work independently and in a team environment
- Positive, hard-working, can-do attitude with excellent problem-solving skills
- Previous experience as a production assistant an asset

For questions or to apply, Nilesch Patel, Co-producer, via e-mail at nilesch@roamingpictures.com by August 19, 2022.

We thank everyone for their interest; however, only those selected for an interview will be contacted.