

Job Shadowing Itinerary 3: Media Production Company

Shadowing Duties will be as follows:

In the office:

1. Answer phones
2. Assist Producers
3. Make dubs, labels
4. Transcribe shows
5. Run errands
6. Learn "Avid Editing" system
7. Assist with graphic needs

On shoots:

1. Work as a Production Assistant
2. Assist Producer, Director, and Grips when needed
3. Manage craft service
4. Run errands
5. Assist in Art Direction