

## Packet Assignment #2

**Instructions:** Research and list 8 film, television, or video production job openings. Write a 1-3 sentence description of each. Then write the minimum requirements to obtain the job and list the company name. You must number each entry!

**Worth 16 points**

**Due Wednesday, August 21st with rest of packet**

Suggestions for job search websites:

Indeed.com

Glassdoor.com

Mandy.com

LinkedIn.com

CreativeSkillset.org

Studio websites

Key term suggestions:

Production

Assistant

Film

Television

TV

Media Production

Video Production

Audio/Video Production

Telecommunications

Marketing

Communications

Gaffer

Grip

Crew

*Example:*

**Job Title:**

Production Assistant

**Company:**

Warner Bros. Pictures

**Description/Responsibilities:**

Duties for this job include assisting on film shoots, sending nightly talent emails, pulling shows and archival footage, and creating calendars.

**Minimum Requirements:**

- Minimum 2 years administrative support experience, preferably in Editorial/post Production environment
- Strong proficiency with Microsoft Outlook, Word, Excel and PowerPoint
- Bachelor's degree preferred

**Packet Assignment #2**

**1. Job Title:**

**Company:**

**Description/Responsibilities:**

**Minimum Requirements:**

**2. Job Title:**

**Company:**

**Description/Responsibilities:**

**Minimum Requirements:**

**3. Job Title:**

**Company:**

**Description/Responsibilities:**

**Minimum Requirements:**

**4. Job Title:**

**Company:**

**Description/Responsibilities:**

**Minimum Requirements:**

**5. Job Title:**

**Company:**

**Description/Responsibilities:**

**Minimum Requirements:**

**6. Job Title:**

**Company:**

**Description/Responsibilities:**

**Minimum Requirements:**

**7. Job Title:**

**Company:**

**Description/Responsibilities:**

**Minimum Requirements:**

**8. Job Title:**

**Company:**

**Description/Responsibilities:**

**Minimum Requirements:**