

EXAMPLE

Assignment #2

1. Job Title: Production Assistant

Company: Disney

Description/Duties:

- Review the rough cut repository to assure all roughs are there for review daily.
- Maintain data on all assets in the marketing asset tracking tool ensuring all fields are accurately and correctly filled out with the necessary information.
- Various report maintenance and distribution.

Minimum Requirements:

- Bachelor's degree preferably in Television and/or Film and/or Broadcast Design, or equivalent work experience
- Demonstrate strong organizational skills and ability to communicate effectively with employees on all levels
- Experience working with tight deadlines, must be intuitive, self-motivated and listen carefully to directions

2. Job Title: Grip

Company: 3D Systems

Description/Duties:

Fast paced product development and prototyping company specializing in entertainment based licensed consumer product seeks a Studio Grip/Runner. This is an entry level position with room for advancement for the right individual.

Minimum Requirements:

- Mechanical and/or paint background
- Experience with preparing paint surfaces
- Experience in coordinating multiple projects

3. Job Title: Director

Company: Velvet Jobs

Description/Duties:

In this key role you will supervise overall film production needs and provide the day-to-day production and financial management for the wide range of productions that are on the Company slate.

Minimum Requirements:

- knows how to track crew and vendor costs
- can approve and reference key crew for assigned productions
- has a knowledge of movie magic budgeting and scheduling

4. Job Title: Location Manager

Company: Neptune Society

Description/Duties:

The Location Manager will develop and expand the Company's At Need cremation business while working with Sales Manager to generate and/or increase the Pre-need business. Also, responsible for providing the highest quality of service to our clients and their families while managing cost.

Minimum Requirements:

- At least 2 years managerial experience or 5 years industry experience
- Bachelor's Degree Preferred and completion of a diploma training program at a college or technical school specializing in Funeral Services
- A valid state Funeral Director licensure is required

5. Job Title: Prop Master

Company: The Mandy Network

Description/Duties:

Set Decorator for an upcoming Additional Photography of an AFI thesis project. It'll be a three-day shoot in Los Angeles. Unfortunately, it's a volunteer position.

Minimum Requirements:

N/A

6. Job Title: Music Composer

Company: Dreamworks Animation

Description/Duties:

The Music Editor works with the Composer, Director, Producer and Picture Editor to achieve the musical ambitions of the film. The Music Editor works with the Composer to help structure the soundtrack and is responsible for all the music featured on the film soundtracks, including: performed music, any sourced music and the score, written by the Composer specifically for the film.

Minimum Requirements:

- Have extensive experience of professional music editing software such as ProTools
- Have excellent communication skills to communicate with Composers and Directors
- Attend Music spotting and recording sessions and create and track music cue sheets

7. Job Title: Editor

Company: Hearst Television

Description/Duties:

Full-time editor for a Hearst Television Production

Minimum Requirements:

- Basic knowledge of Photoshop and video editing.
- Strong understanding of social media best practices.
- Flexibility to work different shifts

8. Job Title: Storyboard Artist

Company: Nickelodeon Animation Studio

Description/Duties:

Nickelodeon Animation Studio is looking for a Storyboard Artist for its hit animated show, SpongeBob SquarePants! This is a full-time, in-house position. The Storyboard Artist will work on a team with a Storyboard Director and will be responsible primarily with the plussing, clean-up, and re-staging of our Rough Boards (no boarding from script in this role).

Minimum Requirements:

- Relevant drawing experience necessary.
- BA/BS preferred.
- Minimum of 1 year storyboard experience and/or training on a similar show in a studio setting; or equivalent combination of education and experience