
Story Ministry - Production Assistant

A production assistant is an important team member when film is being produced or shot for a Story Ministry project. Several important characteristics of a production assistant include, but are not limited to the following:

- Being physically strong (have the ability to lift and/or carry heavy equipment/cases weighing up to 25 lbs.) and having the stamina to endure a long production day - often more than 12 hours.
- A good and confident driver who is able to utilize GPS and is comfortable driving in a wide variety of environments, including urban and rural, possibly heavy traffic areas, and remote areas as well.
- Has IT, computer technology skills (or is comfortable being taught new IT skills) that will be necessary to download media files every day to a main drive.
- The ability to multi-task, be well organized and a good communicator.
- The ability to be a non-anxious presence when interacting with cultures you may not be familiar with, and/or hearing and seeing disturbing/unpleasant stories or activities being filmed.
- Participate in pre-production meetings before a production trip to review trip schedule, camera equipment, accessories, and overall vision for the project.
- Assist at airport check-in with camera equipment and carry-on assistance if needed.
- Assist with management of camera equipment and tracking all camera cards, accessories, and bags.
- Assist in interview lighting set-up and break-down, and loading of camera gear.
- Participate in interviews/conversations and contribute thoughts and questions as guided by the Associate for Story Ministry.
- Drive vehicle on b-roll scouts, shoots and interviews.
- Move/convert camera media files and store those files on main drive and back-up drive in the evenings.
- Participate in daily debriefings in the evenings and plan for the following day.
- Track camera equipment during b-roll shoots and assist as needed.

- Manage video releases and get signatures from interviewees.
- Assist with on-the-ground phone calls during production trips and scheduling of interviews and b-roll shoots.