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# PRODUCTION ASSISTANT RESUME

Production assistants play a vital role in the entertainment media. They play a wide variety of roles depending on the department they are assigned to. These may include assisting actors and crews, passing out scripts and schedules, delivering film and managing the schedules and contracts effectively. A production assistant should be able to manage crowds and perform administrative duties efficiently.

A resume for a production assistant should be presented in such a way that it depicts the applicant's ability to multitask to carry out multiple responsibilities like scheduling meetings, interviews, booking studios, equipments etc. Though no formal secondary education is required, candidates with any form of training pertinent to the industry such as journalism or film-making should be sure to include this in the production assistant resume. Presented below are three different production assistant resume format choices suitable for applying for this position.

## Entry-Level Resume

A production assistant that is new to this career will likely have minimum work experience and should therefore put forward any skills or experience related to this field on the resume. An entry level position in this industry is primarily centered on the candidate's ability to work in various areas and willingness to a flexible schedule that may require long and irregular hours. The production assistant resume example featured below shows what type of candidate an employer may be seeking to fulfill this position.

### KAREN HERTZ

1524 St. Charles Street

Houston, TX 77001

Tel: (713) 585-8423 / Email: [email]

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## SUMMARY OF QUALIFICATIONS:

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Enthusiastic and confident graduate in visual communications with good knowledge of the film-making industry and excellent communication skills, seeking for an opportunity to work under a reputed production company to master the art of film-making.

Knowledgeable on standard operations of film production through internship for a current production office. Excellent knowledge in software programs including Photoshop, Dreamware, Flash and Illustrator.

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## EMPLOYMENT EXPERIENCE:

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STAR PRODUCTIONS, Austin, Texas

January 2014 – Present

### Production Office Assistant

- Answer phone calls, schedule meetings and photographing locations.
  - Work with assistant directors to convey information from the director to each department.
  - Handle all of the audio and visual devices.
  - Pass schedules and scripts to the actors and other members of the team.
  - Assist the production manager and complete assigned tasks efficiently.
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## EDUCATION AND CERTIFICATIONS:

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UNIVERSITY OF TEXAS, Austin, TX

**BA in Film Making, 2013**

HOUSTON CENTRAL HIGH SCHOOL

**High School Diploma, 2009**

Actively participated in Drama Club, assisting with high school play setups and handing out screenplays.

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## REFERENCES ARE AVAILABLE UPON REQUEST:

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## Mid-Level Professional Resume

The resume of the mid-level production assistant should list out the various duties the applicant has carried out that relate to the field of film-making. Expertise that applicants have gained over a minimum of 2 to 5 years working in the industry should be presented as well. The following is a production assistant resume sample that producers and directors would deem acceptable for an individual seeking a career in this field.

**Alex Schmidt**

2103 Broadmoor Street, Houston, TX 77001

Home: (713) 331-5123 | Cell: (713) 551-9451 | [email]

**PRODUCTION ASSISTANT**

- **Experienced assistant in the television production industry** with excellent skills in communication and carrying out administrative duties.
- **Flexible and willing to work irregular hours to assist managers with film productions.** Proficient in accounting to assist with budgeting and cost cuts where necessary.

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**EXPERTISE:**

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- Self-organized
- Time management and efficiency
- Administrative duties
- Mac and PC knowledgeable
- Punctual
- Theatre technical applications
- Carpentry and metalworking skills
- Coordinating meetings

**Production Assistant Experience**

VISUAL WORKS – Houston, TX

**Production Assistant**, March 2012-Present

Perform standard administrative tasks to efficiently manage schedules for the production team. Maintain the accounts and expense reports and run errands for team members.

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**KEY RESPONSIBILITIES:**

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- **Development Assistance:** Organize costumes by labeling accordingly, escort actors to and from trailers, and ensure that the production office is set up with necessary supplies and props.
- **Administrative Responsibilities:** Handle phone calls and organize travel arrangements for the cast and crew of production projects.

MAGIC MEDIA SYSTMES – Houston, TX

**Office Production Assistant**, July 2010 – March 2012

Efficiently completed numerous tasks around the production office to maintain organization and management in assisting producers. Efficiently organized schedules, contracts and call sheets.

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**KEY RESPONSIBILITIES:**

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- **Production Management:** Organized the accommodations, ran various errands for cast members and ensured a clean work environment.
- **Administrative Assistance:** Scheduled meetings with actors and contractors; booked the preferred venues for performances or shoots per producer's instructions.

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**EDUCATION & CREDENTIALS :**

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TEXAS A&M UNIVERSITY– College Station, TX

**BA in Mass Communications and Journalism**, May 2010

Completed undergraduate research in Liberal Arts and production assistant boot camp program in 2009.

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**Experienced Professional Resume**

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Experienced production assistants have likely acquired an advanced level of training and may even possess specialized degrees in the entertainment field. Professional-level production assistants are those who have worked in the industry of film production for at least seven years, working closely with producers and directors. The production assistant sample resume presented below highlights Mr. Anderson's extensive knowledge and skills in various work experiences in correlation to a college degree earning him greater placement in job searches.

**Michael Anderson**

[email]

1350 Thompson Square

Houston, TX 77001

Cell: 713.303.1874

**PRODUCTION ASSISTANT**

**Hardworking | Dependability | Technically Knowledgeable**

**Organized | Quick-Thinker**

An enthusiastic and highly adaptable production assistant with over 10 years of experience working in various departments of film-making. Excellent communication skills and professional attitude with dedication to the job.

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**CORE KNOWLEDGE AND SKILLS:**

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- Office management
  - Computer skills
  - Video editing
  - Production rehearsals
  - Budget management
  - Administrative duties
  - Manage contracts
  - Organize scripts
  - Film production tasks
  - Work cooperatively with crew
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**PROFESSIONAL EXPERIENCE:**

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**Senior Production Assistant**

*Fox Entertainment*

2008-Present

Manage the production office tasks to ensure smooth operations by handling production inquiries. Efficiently typed, edited, copy and pasted the script to the cast and crew.

- Scheduled meetings for actors and directors.
- Assist with technical theater operations.
- Maintain current shot lists for drama productions.
- Prepare paper work for pre- and post-production.
- Manage accounting expenses and payments.
- Calmly and effectively managed large crowds.
- Took location photographs and gave them to the production manager.
- Manage contracts with various organizations.

**Video Production Assistant**

*Big Star Productions*

2006-2008

Efficiently managed the extras and distributed the schedules and call sheets. Assisted in production tasks with key skills in computer programs and equipment.

- Attended and scheduled all production meetings.
- Provided assistance and ran errands for members of the production crew.
- Edited pre-recorded materials.
- Checked and ensured copyright and permission compliance.
- Attended production rehearsals.
- Assisted with props and background set ups.

**Production Assistant**

*Houston Media Productions*

2004-2006

Assisted with scheduling and correspondence of departments throughout the production office. Performed various administrative duties answering calls and greeting crew members.

- Managed the inventory by keeping the supplies running and organized.
- Helped in construction of sets and props.

- Assisted in moving the equipment to different locations.
- Delivered the film to various locations and departments as needed.
- Organize script distributions among production crew.
- Acted as a liaison between directors and production executives.
- Assisted the production manager during briefings and provided suggestions.

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## EDUCATION AND PROFESSIONAL DEVELOPMENT:

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**Baylor University**, MS in Entertainment Business and Film Production

**Certified Production Assistant**, P.A. Boot Camp, TX, 2005

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