

DreamWorks Animation Job Description

Job Title: Production Assistant
Reports To: Production Supervisor
Department: Production Staff

ESSENTIAL JOB RESPONSIBILITIES

- Provides overall general assistance to the Production Coordinator, Production Supervisor and crew within a specific department.
- Awareness of work in progress in the department.
- Familiar with specific day to day requirements for the department.
- Assists Production Supervisor with department calendar and handles the scheduling for the Department Head. Interacts with department leadership.
- Responsible for gathering research material specific to the department.
- Communicates with other departments regarding department needs.
- General understanding of Nile.
- Responsible for various daily office activities: schedules meetings, books rooms, prepares items for shipment, copies, faxes, files, types up notes and distributes accordingly, distributes and collects timecards for the department, orders office supplies, runs errands and handles travel arrangements.
- Assists with moves and set-up for the department.
- Keeps a detailed inventory of equipment for the production.
- Acts as a secondary contact for questions when the Production Supervisor and/or Production Coordinator are unavailable.
- Spot-checks all renders for dailies.
- Maintains a professional demeanor with artists and production.
- Willing to take on new challenges in order to have a more detailed knowledge of the department and pipeline.