

Production RunnerAssistant (Miami)

Location **Florida** https://www.genclassifieds.com/x-379877-z



We are in need of the services of a production runner/assistant, please send your resume if you are experienced. Responsibilities of the job include:

clearing copyrights
booking studios, production equipment, performance and production staff
liaising with a wide range of people
organising meetings and interviews
preparing and distributing briefing notes and scripts
organising schedules and contracts
overseeing cues, timings and continuity during recording

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