

Production RunnerAssistant (Miami)



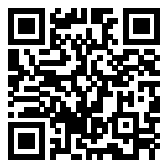
Location **Florida**
<https://www.genclassifieds.com/x-379877-z>

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:

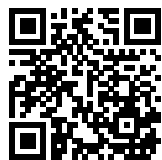
- clearing copyrights
- booking studios, production equipment, performance and production staff
- liaising with a wide range of people
- organising meetings and interviews
- preparing and distributing briefing notes and scripts
- organising schedules and contracts
- overseeing cues, timings and continuity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



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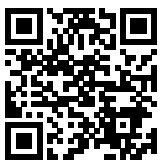
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