

# 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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