

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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