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# Production assistant

**Posted by:** Scratch Studio Production Ltd

**Location:** Abbotsford

**Salary:** \$27.50 Per Hour

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## Job Details

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**Job ID**

NCJ5531411

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**Posting Date :** 04-Feb-2025

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**Expiry Date :** 24-Feb-2025

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**Education :** Secondary school

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**Language :** English

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**Vacancies :** 1

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**Years of Experience :** Fresher (less than 1 year)

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**Job Type :** Full Time

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## Job Description

**Languages**

English

**Education**

Secondary (high) school graduation certificate

## **Experience**

1 year to less than 2 years

## **Work setting**

Various locations

## **Responsibilities**

### **Tasks**

Set up and operate mobile camera platforms, microphone booms and lighting equipment

Adjust focus, sounds levels and other projector and theatre settings and maintain equipment

Rig, place, move and dismantle sets, backdrops, scenery and other stage equipment

Assist performers to dress in costumes

Arrange schedules

Change and install an electronic control panel using automated equipment

Set up equipment

## **Experience and specialization**

### **Computer and technology knowledge**

Adobe Photoshop

MS Excel

MS Word

### **Area of specialization**

Lighting

## **Additional information**

### **Work conditions and physical capabilities**

Work under pressure

Tight deadlines

### **Personal suitability**

Flexibility

Organized

Team player

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**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [scratchstudio2020@gmail.com](mailto:scratchstudio2020@gmail.com)**

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