



NOW HIRING

Entry Level Part Time Production Assistant

The Position

Swan Solutions is currently seeking a part time entry level Production Assistant to work with our videographer in filming and editing professional development training videos.

The successful applicant will work Monday-Friday at our Milton, FL office. No after hours or weekends. No experience is necessary, we can train the person with the best personality and attitude to fit our growing team.

Who We Want

The person we want on our team will possess these desired characteristics and more:

- Positive Attitude
- Punctual
- Perceptive
- Friendly
- Willingness to Learn
- Persistent
- Self Starter
- Organized
- Good Listener
- Quick Study

Compensation

\$10 per Hour
10-20 Hours Per Week

Contact Info

Send Resume To:
Becki@SwanSolutionsLLC.com
(800) 817-1408

What You Will Do

- Provide support to the production team.
- Assist in moving and setting up video production equipment including lighting, back drops, cameras, teleprompters, etc.
- Operate cameras, microphones and other recording equipment
- Video editing
- Proofreading
- Creative Design
- Other duties as needed for the benefit of the company
- Experience working with Microsoft Office (Outlook, Word, Excel, Power Point), Canva and WeVideo is desired.

Requirements

Driver's License/Reliable Transportation