

Title: Office Production Assistant Internship

Who We Are:

Founded in 2004, Banger Films is a global leader in music storytelling. Banger has an award-winning catalog of feature documentaries, doc series, live concerts, kids programming, and VR experiences that has featured the biggest names in music and screened on all platforms worldwide.

An award-winning production company for almost 20 years, Banger Films puts quality and creativity at the fore to dive deeper into the cross-sections of music, culture, and what makes us all human.

The Role:

We are looking for a competent Production Assistant to support all aspects of the film production and post production. The production team will count on you for various crucial tasks, from helping prepare the set to printing and distributing daily paperwork to help ensure production gets on smoothly and problem-free. The production assistant will also support the film's post-production staff and operations by supporting the directors, editors and post-production producers by helping to make sure post operations are smooth and organized.

You will be required to be efficient and punctual, arriving to work on time, prepared to complete any task assigned to you. Successful candidates should have good communication and listening skills. High energy and commitment are essential. If you can multitask, solve problems and do things proactively, you'll quickly become invaluable.

This role is an in-office and on-location position.

All successful candidates must be a resident of Ontario Canada.

Duties & Responsibilities:

- Provide support to the production team handling paperwork, phone call inquiries to locations and vendors, Going on supply runs and picking-up or dropping-off items.
- Assisting post production staff. Ensuring all written information is up to date: documents, databases, schedules, as well as notes on all post production meetings and following up after meetings with to-dos for responsible people and departments. Coordinating and participating in meetings and sessions with out of house post facilities.
- Answering phones, communicating with production executives, fulfilling meal requests and purchase orders, making deliveries, and maintaining edit bays and offices.
- Supporting the on-set team carrying out tasks for the production team such as transporting equipment, Driving talent and crew, and maintaining the set and studio and going on supply runs.
- Helping prepare the set with lights, props, equipment etc.
- Assisting directors, the camera team and other crew members
- Printing and distributing daily paperwork (e.g. scripts, call sheets)

Requirements:

- High school diploma or relevant training (e.g. production courses) will be an advantage.
- Experience as a production assistant or a passion for the industry.
- Knowledge of terminology will be appreciated.
- A team player with great communication skills and excellent organizational and multi-tasking ability
- Computer savvy and a knowledge of Google Workspace with proficiency in Word and Excel.
- An understanding of the post production process, AVID, and the Adobe Suite of tools is a bonus
- Ability to perform multiple tasks, schedule priorities, and meet deadlines.
- Ability to perform physical tasks such as lifting heavy materials
- A valid driver's license is an asset.

Banger Films is committed to hiring and supporting diverse candidates. We encourage applications from individuals who identify as being part of an under-represented and equity-deserving group, including but not limited to people who identify as racialized, Black, Indigenous, women, LGBTQ2SI+, and having a disability, among others. Accommodation is available to support job applicants with accessibility needs when applying for a position at Banger Films, as well as during the interview process. Please let us know if you have accessibility requirements.