1. Prepared agreements for artist bookings and performances.
2. Managed and updated production schedules for [Type] performances.
3. Organized and stored filming equipment and other assets for production.
4. Aided [Job title] with shooting of [Type] commercials.
5. Booked appointments and managed schedules for production principles.
6. Worked closely with [Job title] to plan [Type] projects.
7. Entered information on log for post-production team.
8. Coordinated travel for production staff by arranging transportation and hotels.
9. Researched copyrights, royalties and other permission aspects for music, footage and images.
10. Assisted with location scouting by researching, photographing and recommending locations.
11. Calibrated machines to maintain required productivity levels and adherence to quality standards.
12. Supervised [Type] processes and [Type] machinery to prevent overloads and avoid malfunctions.
13. Contributed to production meetings by issuing schedules, shot lists and other important documents.
14. Organized work to meet demanding production goals with [Number]% success rate.
15. Supported [Number] senior directors by helping with [Task] and [Task].
16. Took part in all company-offered training sessions, improving [Skill] and acquiring knowledge needed to operate [Type] machine.
17. Supported machine operators in setup and operation of production equipment resulting in efficient runs.
18. Monitored machinery in operation to identify concerns and make corrections or report complex problems.
19. Maintained maximum organization and productivity by properly sorting project components on work tables.
20. Unloaded incoming products worth up to $[Amount] and moved boxes to staging areas, sorted items and transported to final storage locations.