

Production Assistant Role

NaturAll Club - Philadelphia, PA

NaturAll Club is a Philadelphia based growing hair, beauty and technology startup, aiming to deliver natural, effective products for people of ALL hair types. Our diverse team features individuals from all over the world, passionate about better, harmless, hair and beauty solutions that work and experiences that captivate.



We are looking for a production assistant to own a multitude of tasks within the scope of the video production. Often, the production assistant will be collaborating with talented colleagues on our internal Creative and Marketing teams, as well as outside sub contracted support in fields like: production management, content development, videography, writing, and production.

The ideal candidate must have a passion for creating content, and the ability to assist and give direction when called upon to those in need.

Responsibilities

- Support the Creative team in day to day activities, assist in production errands and tasks, and be the go-to for general needs to the entire crew
- Assist with on-set catering
- Lighting and set design
- Set assembly using tools
- Troubleshoot technical problems
- Archive footage on set
- Maintain and organize production studio and salon
- Manage production equipment inventory
- Work with Production Manager and other creative leadership, on set, to keep projects on schedule.
- Continually improve and demonstrate best practices to peers, clients, and organization
- Support preparation and execution of shoot days in all necessary facets including but not limited to: securing talent, shoot day experience needs, location scouting
- Filming behind the scenes shots

What we're looking for:

- Excellent written and verbal communication, and problem solving skills. Can quickly synthesize information to resolve a problem
- Advanced use of Sony and Canon equipment including camera settings for diverse needs
- 1+ years' experience in video development or production
- Full time availability
- Experience with building sets, design lighting, and framing shots **preferred**
- Experience using gimbals, booming, gaffing **preferred**
- Experience with fashion and beauty shoots **preferred**
- Impeccable organization and attention to detail
- A self-starter who works efficiently, takes initiative, and can think on their feet

- Analytical, data driven, and results oriented
- Coursework in film, video, or multimedia is desirable or a strong passion for video production and content development

To apply, send resume, reel or portfolio, and cover letter to tomi@naturalclub.com