

## **Production Assistant**

**Company Name: Top Two Three Films**

**Contact Name: Norm Mintle**

**Contact Title: Senior Executive Producer**

**Brief Description of the Company:** Top Two Three Films is a film production and entertainment company. Founded in 2000 by [Sébastien Dumesnil](#) and [Robert Nichols](#), it is a privately held company based in Los Angeles, California. In addition to motion picture (fiction and documentary films), television production, and music videos, the company also offers various [services](#) from the pre-production process (such as Script Breakdowns and Script Formatting) to the post-production process (such as DVD Authoring, Bonus Features and Packaging), from the final steps of distribution (such as Electronic Press Kits, and Subtitling) to promotion (Website Translation and Posters.)

**Job Title: Production Assistant**

**Department: Pre-Production/Production**

**Position Summary: Assists Producer with Administration and Coordination Tasks**

### **Responsibilities:**

- Carries out the administration needed for productions.
- Secretarial work.
- Plans meetings and makes arrangements.
- Ensures that scripts are available.
- Manages the budget.
- Controls expenses.

### **Qualifications:**

- Ability to work within financial budgets.
- Demonstrated organizational skills.
- Strong verbal and written communication skills.
- Ability to work independently as well as with a group.
- Meet established schedules.
- Ability to prioritize work and very detail oriented