**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