

Production Assistant – Trans Unity Coalition (TUC)

Volunteer Position | Unpaid | Hybrid: on-location or remote as needed

Role title: Production Assistant. May be referred to as PA.

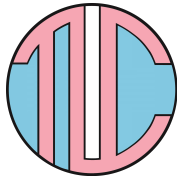
Primary Division: Project Out There (POT)

Division Notes: Film Team

Reports to: Current Executive Director (ED) or Video Lead Coordinator (VLC)

Duration: Ongoing, indefinite

Great early experience for: Video production coordinator, media production assistant, content production specialist, or post-production associate



Duties:

General Provision: The following duties are non-exhaustive. As such, additional needs may be incorporated as this role develops. All duties and responsibilities pertaining to the PA role are subject to change at the discretion of the non-profit ED, but will be best kept in line with the essential needs of the POT film team and its resources.

Film Production: Assists with the video making process from concept to setup to post-production. Under direction from the VLC or ED, may be assigned to help in varying capacities with on-set needs including lighting, sound, clothing, set design, script, and filming. For pre and post-production, may be asked to assist with planning and editing, or other duties as needed.

Time Expectation: PA should expect up to approximately 2-5 volunteer hours per week.

Additional Terms:

Acting Authority: Under these stipulations, the ED has final say and decision-making authority over role changes and new assignments. No final decision to act is to be made without permission from a supervisor, or in lieu of one, the Executive Director.

Role Flexibility: This volunteer role serves to further expand the POT film team, as the collective team at TUC fleshes out various needs and duties during its development as an expanding non-profit organization.

This role also provides for role flexibility while acknowledging that due to TUC's many needs across several teams, the ED ultimately has final say regarding role need, direction, and decision-making. To accommodate this relationship, the ED aims to provide listening space for the purpose of learning how to improve this role.