**Production Assistant**

**Company Profile:**

With an experience of over 8 Years, our clients have a keen eye for perfection which has led them to be a partner studio with two of the biggest fashion e-commerce websites in India, Myntra and Jabong. There E-commerce clienteles consists the likes of Snapdeal, Flipkart, Limeroad, Vista Print, Paytm, Indear.in, Prerto, Pretty Secrets and many more. We now have 3 studios in Mumbai, Bangalore & Delhi.

**Company Website:** <http://www.whitebgstudio.com/>

**Job Description:**

WhiteBG Studio is a busy commercial photography studio based in Mumbai, India.

We are looking for a well-organized and highly skilled person to join our existing Production Team, taking responsibility for managing client jobs through the studio from brief to delivery.

This will be a challenging and varied role encompassing every aspect of photographic production. You will be coordinating projects from start to finish across photography & video shoots for a range of clients.

**Job Location:** Mumbai Santacruz (E)

**Qualification:** Any graduate

**Working Days:** 6 days working (Monday – Saturday)

**Job Type:** Full time/Regular

**Experience Required:** 1-2 yrs

**Salary Range:** 15-25k/month

**Reports To:** Production Manager

**Job Responsibilities:**

* Receiving and understanding client briefs and communicating job details to the wider team
* Preparing quotes and shoot schedules in line with business requirements
* Maintaining the studio management system for client profiles, style guides, and job details
* Preparing clear and concise shoot documents and briefs for photography
* Ensuring stock is received as expected and notifying clients of any discrepancies
* Arranging castings, booking models & freelance resources as required
* Communicating any amendments to the job with the relevant teams
* Liaising with clients to gain timely feedback on current shoots where necessary
* Ensuring final images are correct to client specifications and delivered on time
* Confirming all job details are correct prior to invoice
* Maintaining close relationships with clients in a professional and friendly way

**Job Requirements:**

* Strong desire to learn along with professional drive
* Excellent verbal and written communication skills
* Excellent knowledge of MS Office
* Passion to learn managing production and its best practices
* Ability to manage and multi task
* Should be good with numbers
* Work closely with production manager.