LOCATION PRODUCTION ASSISTANTS for HOME TOWN TAKEOVER

MUST LIVE IN PORT ALBERNI

Port Alberni, Non-union, term contract, summer employment
Starting at $18.25/hr ($255.50/day based on 12 hours)
June 24 - August 28, 2026
Multiple positions available for day calls / part-time work during the term.
Please let us know if you are interested in part-time work when you apply!

Responsibilities:

- Driving and running errands, purchasing supplies, organizing items
- Keeping track of petty cash receipts
- Getting releases signed
- Petty Cash reconciliations
- Stocking crafty for the office
- Helping keep the film set and production vehicles tidy
- Assisting with lunches, recycling, garbage
- Lending a hand with equipment load in / load out

Requirements:

- Port Alberni based, has lived in the BC for at least one year
- Canadian Citizen or Permanent Resident
- Has a valid driver's license and a clean driving record, and a cell phone
- Excellent communication skills
- Written and spoken English
- Willingness to learn and positive attitude
- Able to handle multiple changing priorities
- Diligent, resourceful, and attentive to details

Beneficial Skills / Background / Assets (NOT required, ANY are a plus!):

- Worked in, and/or Studied, film and television, and/or design
- Completed the BC Film Orientation course
- Have a vehicle and laptop
- Have First aid training
- Have construction skills or experience
- Comfortable with Google drive, Google sheets, Google docs, and email

Diversity Initiative:

- We encourage persons to apply who identify as a member of a historically underrepresented group in documentary television, including but not limited to: Indigenous, Métis, Visible Minority, LGBTQ2S+

How to apply:

Send your resume in PDF form to: vancouverislandprod@gmail.com
Include **PORT ALBERNI LOCATION PA** - in the subject line of your email
Include a few words about yourself in the body of the email or in a cover letter and indicate if you are applying for full-time or part time work. Only candidates selected for an interview will be contacted