

	BUZZLE STUDIO	Phone: 0943 815 089
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PRODUCTION ASSISTANT (PA) INTERN - JOB DESCRIPTION

1. GENERAL INFORMATION:

Position	Production Assistant Intern
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Location	Him Lam, Distric 7, HCM City
Allowance	~ 2.000.000 VND/month + project allowance

2. DETAILED INFORMATION:

JOB DESCRIPTION	<ul style="list-style-type: none"> • Assist in coordinating production during shooting sessions (set up equipment, props, support talent, and prepare the set) • Collaborate with the Director and Executive Producer to ensure the production schedule and workflow are on track • Support the management of props, costumes, logistics, and crew during filming • Work directly with the content team: help draft outlines, basic scripts, and other content-related tasks when needed • Take notes and compile behind-the-scenes information for internal communication or social media (if applicable)
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REQUIREMENTS	<ul style="list-style-type: none"> • Currently studying Film Production, Communications, Advertising, or related fields • Energetic, physically fit, and able to handle high work intensity during filming • Strong organizational and communication skills, with the ability to multitask and solve problems quickly • Basic content writing skills are a plus (able to support the content team) • Able to work at least 4 shifts per week at the office or flexibly based on the shooting schedule
BENEFITS	<ul style="list-style-type: none"> • Young, dynamic, and open working environment • Training in content creation, production assistance, and on-set coordination • Hands-on experience with a professional production workflow • Internship verification stamp • Flexible to work while studying
HOW TO APPLY	<ul style="list-style-type: none"> • Send your CV/Portfolio to the email: thuytam@buzzlestudio.com • Email subject: CV/PORTFOLIO - YOUR NAME - PA INTERN