

## **Summer Student Job Description: Production Assistant**

### **Position Overview**

We're looking for a motivated and detail-oriented **Summer Student Production Assistant** to join our team at Seeing Red Media Inc. for the 2026 Summer Student Program. This role is perfect for a student who enjoys hands-on work, thrives in a fast-paced environment, and wants to gain real-world experience in production operations. You'll support day-to-day activities on the production floor, assist with workflow coordination, and help ensure our team meets quality and safety standards.

### **Key Responsibilities**

- Assist Seeing Red team with daily tasks, including material handling, camera equipment setup, and workspace organization
- Track inventory levels, prepare materials, and restock supplies as needed
- Maintain a clean, safe, and organized production environment
- Help with packaging, labeling, and preparing swag packages and VIP packages for various events.
- Collaborate with team members to meet targets and deadlines
- Follow all safety protocols and company procedures
- Perform general administrative or operational tasks as assigned

### **Qualifications**

- Currently enrolled in a post-secondary program in the arts and media sectors
- Strong attention to detail and willingness to learn
- Ability to work independently and as part of a team
- Comfortable with physical tasks such as lifting, standing, and moving materials
- Good communication and problem-solving skills
- Reliable transportation, punctual, and proactive
- Relatable educational experience with social media, visual arts, editing etc.

### **What You'll Gain**

- Hands-on experience in a production or manufacturing environment
- Exposure to workflow management, quality control, and operational processes
- Development of teamwork, communication, and organizational skills

- A supportive environment where you can learn, ask questions, and grow
- Work Schedule**
- Full-time hours (typically Monday–Friday) for the duration of the summer term
  - Occasional flexibility depending on production needs

- **How to Apply**

- Interested students can submit a résumé and a brief cover letter outlining their interest in the role and availability for the summer term.

Seeing Red Media Inc.

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Deadline to apply is April 1, 2026