

Virginia Campbell

Production Assistant

Recent film grad with three student shoots and two paid PA days in the Atlanta market. Eager to learn the AD track and willing to do whatever the production needs, whether that's a 5 AM coffee run or holding a lock-up in the rain.

CONTACT INFORMATION

-  (404) 555-0192
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KEY SKILLS

- Call sheet distribution and sides prep
- Set lock-ups and crowd control
- Walkie etiquette and channel discipline
- Craft service setup and restocking
- Petty cash tracking and receipt reconciliation
- Google Drive, Slack, and Movie Magic Scheduling
- Location scouting and permit coordination
- Wardrobe and props runs
- Basic van and 15-passenger driving (clean MVR)
- Production paperwork (NDAs, releases, location agreements)
- Early call times and 12+ hour set days
- Working knowledge of IATSE and AICP set protocols

PROFESSIONAL EXPERIENCE

DAY-PLAY PRODUCTION ASSISTANT | PEACHTREE REEL CO., ATLANTA, GA 2024 – PRESENT

- Worked 11 days across two commercial shoots for a regional QSR brand and a tourism board spot
- Held set lock-ups on Marietta Street for an 8-hour exterior day, coordinated with 2 off-duty APD officers
- Distributed 35 call sheets and sides each morning, ran wardrobe pickups during prelight
- Cleaned and reset craft service three times daily, restocked from a \$180 daily petty cash float

STUDENT PRODUCTION COORDINATOR | GEORGIA STATE FILM PROGRAM, ATLANTA, GA 2023 – 2024

- Coordinated logistics for three senior thesis shorts, including a 4-day shoot at a working auto repair shop
- Booked locations, drafted location agreements, and tracked permits with the City of Atlanta film office
- Managed a crew Slack of 28 students, posted daily call times and weather updates

EDUCATION

- B.A. in Film and Media, Georgia State University, 2024
- Georgia Film Academy Set Ready Certificate, 2023
- OSHA 10-Hour General Industry Certification, 2024