



Entertainment Jobs on TAPA

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Executive & Management Positions

Jan 12 Undisclosed Celebrity Talent seeks a Social Media Manager responsible for the strategic development, execution, and community management of their social media channels. This position will be responsible for shooting and creating photo/video-driven content and social media campaigns. The ideal candidate will foster a creative environment and come to the table with inspired content ideas. This role is based in Los Angeles, but the individual should be open to travel. Carefully read full role description here. Resumes to LLLPassistantsearch@gmail.com

Jan 12 Lion Forge Entertainment (LFE) is searching for an exceptional individual to be its Vice President of Business and Legal Affairs, based in Los Angeles. The position reports to the Chief Legal Officer of Polarity, with day-to-day reporting to LFE's President and Chief Content Officer. This individual will support animation, live action, and distribution initiatives across film and television content, as well as provide strategic and practical support for corporate expansion both domestically and internationally. Resumes to sclements@polarityltd.com

Assistant Level Positions

Jan 12 Busy Talent management company seeks a full-time assistant who wants to learn about the TV/film industry. Candidate should be driven, computer literate, detail-oriented, and creative with strong communication skills. Entertainment experience and excellent computer skills are mandatory. Responsibilities include heavy phone and client interaction, scheduling, filing, etc. Email resume and cover letter to lorena@impressionent.com

Jan 12 Levity Talent (the major management/producing arm of Levity Live) is seeking an organized, motivated, detail-oriented, and proactive assistant to support two busy talent managers. Industry experience (e.g., talent management, talent agency, casting, publicity) and references are required. Please email resumes to levitytalentasst@gmail.com

Jan 12 An A-list talent manager and award-winning producer is looking for an executive assistant. In addition to standard administrative duties (rolling calls, calendar management, scheduling travel, tracking projects, general office management, etc.), the role will be very hands-on with film/TV development across the company's production slate. One of more years

of talent agency/management experience is required, with salary commensurate with experience. The position is an in-office position in Los Angeles, CA. Please send resumes to reception@mediatalent.com

Jan 12 LINK Entertainment is looking for full-time executive assistant to start asap for Owner, Partner, Manager - Erik Kritzer. The ideal candidate is detail-oriented, organized, and polished. Responsibilities include standard assistant duties: rolling calls, calendar coordination, expenses, maintaining grids, coordinating client needs, etc. One year assistant experience and experience in talent representation is highly recommended. Please send resumes to talentmgmtasst1640@gmail.com

Jan 5 Circle of Confusion is looking for an assistant to two partners in our Talent Department to be based in Los Angeles. The ideal candidate is hard-working, detail-oriented, ambitious and proactive. Responsibilities include scheduling, coordinating travel & housing, sending auditions, editing tapes and demo reels, coordinating press, reading scripts, and generating casting ideas. This is a high-volume desk and Circle is specifically looking for someone with previous assistant experience who wants to be a talent manager or agent. Resumes to resumes@circleofconfusion.com

Jan 5 TMG Studios, an acclaimed podcast network and production company, is looking for a Sales Operations Specialist to join our growing team. This position plays a crucial role in managing advertising operations across our suite of podcasts. As an Ad Operations Specialist, you will be involved in every phase of our advertising sales process. We're looking for someone with 2+ years of administrative experience. For details, please contact brooke@tmgstudios.tv

Jan 5 A talent manager at Entertainment 360 is currently looking for an experienced assistant to start immediately. This is an extremely high-volume desk with a focus on Lifestyle, Endorsements, Brands, Non-Scripted TV & Podcasts. Specifically looking for candidates interested in growing within the company. Please send resumes to careers@ent360.com

Jan 5 Fantastic opportunity to learn, grow and develop as an assistant at a leading Management/Production company. Manager/Producer is looking to expand the team with a motivated, full time assistant, able to work under pressure in a fast paced environment with strong attention to detail in Los Angeles office. Must have prior desk experience combined with academic qualifications. Looking for people that think outside of the box! Send cover letter and resume to talent.manager.asst@gmail.com

Jan 5 Artists First is a top tier management company. We are seeking an EXPERIENCED Literary Assistant. Must be professional, motivated and mature minded. Solid desk capabilities, a strong degree of multi-tasking, sharp focus for details, the ability to work in a fast-paced, client driven environment. Agency/Management background a plus! Our unique

company culture is genuine. We offer a competitive hourly rate, mentorship initiatives and a generous benefits package. Resumes to rg@artistsfirst-la.com

Jan 5 Executive Assistant on a feature film providing administrative support to two Producers, including the Director/Co-Writer. Must have at least 1 year of agency experience, preferably for a high-level desk. Writer's Assistant/Script Coordinator experience is a plus. The candidate should have an interest in physical production and/or development. This is a fast-paced desk and will be immediately in pre-production. The project is LA-based. Contact Lisa Ziven: lisa@alexprager.com

Jan 5 Assistant to VP at Straight to Cards Productions will be responsible for managing the day-to-day administrative tasks including answering phone calls, responding to emails and other communications, scheduling appointments, organizing documents and attending meetings and events as required. The Assistant will also provide support in performing research, creating script treatments, updating project slate, taking on special projects, and handling other duties as required by the team. Please email resumes to mgmtasstsubs@gmail.com

Jan 5 Delirio Films, an award-winning boutique production company focused on prestige documentary, is looking for a rock star assistant to the two partner owners. The position at this growing company will provide insight into every facet of production; from the development phase to the cutting room floor. Seeking someone with a strong work ethic, who is an outside-the-box problem solver and aspires to higher-level production positions. Please send resumes to office@deliriofilms.com

Personal Assistant Positions

Jan 12 OBB MEDIA is seeking a full-time Personal Assistant to the CEO/Founder. The ideal candidate is a detail-oriented go-getter who thrives in a fast-paced environment. Ideal candidate understands how to effectively liaise between partners and our CEO/Founder, enthusiastically provides client-centric service, proactively anticipates needs, and operates with a spirit of excellence. This role requires good judgment, high ethical standards, and operates with the utmost confidentiality. This position is fully in-person, is based in LA and will work closely with the Executive Assistant. recruiting@obbmedia.com

Jan 5 Join a high-profile celebrity as their Executive Assistant, overseeing both professional and personal affairs. As the vital link between your boss and their career and life, your exceptional organizational skills, attention to detail, and interpersonal finesse are crucial. Thriving in a dynamic, fast-paced environment, you'll excel in problem-solving, leadership, and communication. Send your resume to jessicaasst@gmail.com

General Positions

Jan 12 CBS Studios seeks a temporary casting assistant. 6 months with possibility for extension. Previous assistant experience is a must. Knowledge of and interest in actors a must. Duties include but are not limited to fielding a high volume of calls, scheduling meetings and maintaining calendars for two SVPs, organizing travel, scheduling casting sessions, creating casting lists, attend events/shows after-hours to scout talent. Send resumes to kim.vela@cbs.com

Jan 5 Paul, Weiss LLP is seeking a Senior Business Development Coordinator for a legal entertainment role. The Los Angeles business development efforts are largely event-driven and this role supports the Firm's private equity team. Recent client events have included F1 Miami, Super Bowl, Rams and Lakers games. Ideal candidates keep current on Los Angeles' restaurant scene and happenings in and around the city. Salary starting at \$95K. Apply to arussell@paulweiss.com

Jan 5 Delirio Films, a boutique documentary production company, is hiring a full time associate producer to join our small, collaborative team. The role will involve heavy physical production: budgeting, scheduling, staffing, cost reporting, and some creative development. The ideal candidate is eager to learn the nuts and bolts of producing and truly enmesh themselves in every aspect of production, from development through delivery and beyond. Based out of our LA office. Please send resumes to office@deliriofilms.com

Non-LA Positions

Jan 12 High Profile actor looking for a personal assistant to help with creative/admin duties as well as domestic errands based in Brooklyn, NY. Short term position with potential to extend. Estimated 25hr/week. Please send resumes to rvassistant@unitedtalent.com

Internship Positions

Jan 12 The Radmin Company is a boutique literary management company in Beverly Hills. We are looking for an intelligent, creative intern with a sense of humor to read and evaluate scripts and write coverage. 3-month commitment required. Internship is one day a week in office, with possibility of being hired as a full time assistant at the end of the term. Unpaid for school credit. Please email short cover letter and resume with "Office Internship" in subject line to jobs@radmincompany.com

Jan 5 The Burstein Company, a boutique talent management company with A-List actors, writers, and directors is seeking (2) Spring 2024 Interns. This position is remote.

Candidates should feel very comfortable with reading scripts and writing clear and concise script coverage. Additional responsibilities could include administrative tasks and general office support to two talent managers.

This is a great opportunity for someone who's interested in learning the in's & out's of talent management, with a specific focus on TV/film development for actors, writers & directors.

This is a part-time (2 days per week) internship for academic credit. Please email resume to eli@bursteinco.com

Jan 5 The Radmin Company is a boutique literary management company in Beverly Hills. We are looking for an intelligent, creative intern with a sense of humor to read and evaluate scripts and write coverage. 3-month commitment required. Internship is one day a week in office, with possibility of being hired as a full time assistant at the end of the term. Unpaid for school credit. Please email short cover letter and resume with "Office Internship" in subject line to jobs@radmincompany.com