



Entertainment Jobs on TAPA

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Executive & Management Positions

Jan 26 Dear Media (DM) is the largest podcast network focused on strong female voices and audiences, with 60+ podcasts fronted by top-tier talent. We are currently looking to hire a full-time Advertising Sales Account Executive. Responsibilities include leveraging existing relationships with brand and agency contacts to negotiate branded campaigns across the Talent Roster. The ideal candidate has 3 year's experience securing deals for talent in the traditional and/or digital space. Please contact salesjobs@dearmedia.com and hr@dearmedia.com

Jan 26 Dear Media (DM) is the largest podcast network focused on strong female voices and audiences, with 60+ podcasts fronted by top-tier talent. We are currently looking to hire a full-time Senior Advertising Sales Account Executive. Responsibilities include leveraging existing relationships with brand and agency contacts to negotiate branded campaigns across the Talent Roster. The ideal candidate has 4+ year's experience securing deals for talent in the traditional and/or digital space. Please contact salesjobs@dearmedia.com and hr@dearmedia.com

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 26 Title: Executive Assistant to the President and Chief Business Officer

Gaumont USA is seeking an Executive Assistant to support its President and Chief Business Officer. This position will be based in our West Hollywood office. The ideal candidate must have experience handling complex executive calendars as well as domestic and international travel arrangements. This position requires acute organizational skills and the ability to prioritize and adapt quickly within a fast-paced work environment. A positive attitude and a solution-oriented mindset are also important to us.

Daily and Monthly Responsibilities:

- Manage professional and personal scheduling for the President and Chief Business Officer, including agendas, mail, calls, domestic and international travel arrangements, and other company logistics
- Coordinate complex scheduling and extensive calendar management, as well as management of content and flow of information to senior executives
- Manage, coordinate, and arrange senior executives' travel and travel-related activities, including hotel booking, transportation, and meal coordination
- Perform administrative and office support, such as typing, dictation, spreadsheet creation, expense reports, and maintenance of filing system and contact database
- Maintain professionalism and strict confidentiality with all materials, and exercise discretion when interfacing with the business
- Organize team communications and plan events, both internally and offsite
- Read scripts and take notes as needed

Skills and Qualifications:

- Entertainment experience is highly preferred
- Agency experience is a plus
- Fluent Spanish and/or French is a plus
- 2-3 years experience in an administrative role reporting directly to upper management • Superb written and verbal communication skills
- Strong time-management skills, the ability to organize and coordinate multiple projects at once, and the ability to anticipate and prioritize.
- Proficiency in Microsoft Office, Zoom, Teams, and other office productivity tools, with aptitude to learn new software and systems
- Flexible team player, adaptable, enjoys a challenge, and maintains a positive attitude with a sense of humor
- Ability to keep company confidences

Send resume and cover letter to sarah.imam@gaumont.com

Jan 26 Boutique Talent Management Company with A-List actors, writers and directors seeks Administrative Assistant for Manager/President of company. This is a high-volume desk, so one year of entertainment assistant experience is required, preferably with agency or management experience.

Ideal candidate is a self-starter who knows how to multi-task, can work in a fast-paced environment, is good with numbers and finances, is proficient in excel/word, and knows typical administrative duties such as: answering phones, rolling calls, scheduling, and scanning/mailing documents.

Candidate must be personable and meticulous, as they will be responsible for many client relations, including coordinating press, travel, meetings, and auditions (amongst many other things). If you feel like this could be a good fit, please send resumes to: mgmt.asst1114@gmail.com

Jan 26 Lynda Obst Productions is looking for a Junior Development Executive. Previous experience as a development coordinator or highly experienced TV development assistant is ideal, extensive knowledge of working writers is a must. TV deal at Sony, position is in-person at Culver City office. Please email resumes to toby@lyndaobstproductions.com

Jan 26 Talent Assistant position open at ID for high volume desk. Works predominantly with filmmakers, some actors/multi-hyphenates. Prior entertainment experience preferred but not required. Can email resumes to pnewman@id-pr.com

Jan 26 Midsize talent agency is seeking a full-time assistant. There is a great deal of opportunity for growth in the position for an enthusiastic, detail-oriented candidate. Job entails day-to-day administrative work with the opportunity for more, including supervised client coverage, strategy, submissions and client relations. Some agency or management experience is preferred. Those top candidate should be technically savvy and aware. The job is LA based. Resumes can be sent to thomas@aperture-talent.com

Jan 26 Book of Shadows (Chloé Zhao) is seeking a Los Angeles-based Executive Assistant to manage the administrative and operational needs of the company and its executives. They would be responsible for ensuring that the company operates smoothly and efficiently. As a high-volume position, requirements include: at least a year in a similar role in the TV/Film industry, strong organizational skills and attention to detail, and readiness for fast-paced work and heavy administrative support. Send cover letters and resumes to jobs@bookofshadows.com

Jan 26 Black Bear seeks an assistant to join the Santa Monica office, supporting two Development executives across Film & Television. Candidates need all the requisite skills expected from of a high-level assistant with previous agent/manager/executive desk experience and an understanding of the industry landscapes and players. Organization/attention to detail, ability to multi-task, strong communication skills and thoughtful creative/critical analysis are essential. Resumes with subject line BLACK BEAR ASSISTANT to asstjob@blackbearpictures.com

Jan 26 Realm Talent Agency is looking for a new assistant to start in February 2024. Experience as an assistant in a similar environment is desired. Tasks include typical assistant duties: scheduling appointments, submitting clients, rolling calls, communicating with managers, casting, etc. Looking for great attention to detail, critical thinking, and the ability to problem-solve. Please send your resume to asst@realmtalent.com

Jan 26 A founding partner at Entertainment 360 seeks an immediate, experienced assistant for a high-volume desk focused on talent management and some producing. Candidates should have 1+ years of agency or management company desk experience and possess excellent organizational skills. Responsibilities include administrative support, client interactions, drafting correspondences, and script coverage. Excellent verbal/written skills, maintaining confidentiality, and a desire to grow within the company are essential. Send resume/cover letter to careers@ent360.com

Jan 26 Brillstein Creative Partners is seeking a seasoned Executive Assistant to support the President, Allie Goss, across TV & Film projects. Position is based in LA and in person. Ideal candidate should be a proactive, self-starter and have aspirations to work in Development with at least 1-year of experience on a high-volume desk at an agency or buyer. BIPOC candidates strongly encouraged to apply. Interested candidates please email bcpasst@gmail.com

Jan 26 Assistant needed for leading talent management and production company. Prefer one year agency or management desk experience. Ideal candidates are organized, resourceful, articulate, and professional multi-taskers that can provide superb support. Typical responsibilities include: heavy phones, interacting with actor/writer/director clients, casting offices, producers and executives; managing schedule, travel and office; managing client calendars and organizing meetings or appointments; preparing and sending submission materials. \$18-20/hr. Send resume to info@thruline.com

Jan 26 Seeking assistant for 2 Talent Managers in LA. Candidates should be driven, computer literate, detail-oriented and creative with strong communication skills. Entertainment experience and excellent computer skills are mandatory. Agency / Management experience a big plus, as this is for a partner desk. Editing software experience is a plus. Responsibilities include heavy phones and client interaction, scheduling, filing, etc. Salary \$20-24/hr. Email resume, cover letter, and references with subject "LA Assistant" to don@authenticM.com

Jan 26 Lion Forge Entertainment (LFE) is searching for an exceptional individual to be its Executive Assistant for our President & COO and heads of both Animation and Live Action. Candidate should be driven, detail-oriented, proactive, with strong communication skills. Industry experience (e.g., talent management, talent agency, production company) and references are required. Please email resumes to HR@polarityltd.com

Jan 26 Odd Projects (Start-Up Digital Management firm), seeks executive assistant to Talent Manager. Ideal candidates are passionate about the Creator Economy and determined to become a Talent Manager. They are self-motivated and curious about trends and platforms. 1 year of experience in talent representation/influencer marketing desired. Candidates must be comfortable working with clients and external executives. Must be able to anticipate, understand, and communicate the needs of clients/ partners. Skills include organization, multitasking, and to be detail-oriented in a high volume environment. jobs@oddprojects.com

Jan 26 Kerry Washington's Simpson Street is looking for an Executive Assistant. Simpson Street is looking for a Production and Development Assistant. This position is perfect for someone with 1+ years of entertainment experience working as an assistant. This candidate should have a passion to learn and grow within a Production and Development company. Requirements and list of responsibilities will be provided prior to interview. Send resumes to simpsonkwst@gmail.com

Jan 26 Seeking an Assistant for a Partner/Lit Manager at Industry Entertainment. Ideal candidate must work well in a fast-paced environment. Perfect for someone with a strong interest in becoming a manager. Basic Duties include high volume scheduling/rolling calls, submitting materials for development/staffing considerations, managing clients' and manager's calendars. Candidates should be organized, resourceful and able to multitask. Must be LA based. Previous experience preferred. Please send resumes to resumes@industryentertainment.com

Jan 26 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.asst302@gmail.com

Jan 26 Boutique Talent Management Company with A-List actors, writers and directors seeks Administrative Assistant for Manager/President of company. This is a high volume desk. One year of assistant experience is required, preferably agency or management. Ideal candidate is a self-starter, good with numbers and finances, is proficient in excel/word, and knows typical administrative duties. Candidate must be personable and meticulous, as they will be responsible for many client relations, including coordinating press, travel, meetings, and auditions and more. Resumes to mgmt.asst1114@gmail.com

Jan 26 Made Up Stories (is looking for an executive assistant to its CEO and CFO, Bruna Papandrea and Steve Hutensky. Tasks include scheduling, production grids, expenses, company communication, coverage and some personal errands. The position is full time in person in our Culver City offices. Both execs are based in Sydney, Australia but travel frequently. Looking for someone to make an 18-month to 2-year commitment. Please send a blurb of yourself (maybe a joke, gossip etc) along with your resume and note LA based in the subject line to madeupassistant@gmail.com

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 26 Entertainment Staffing Agency is looking for a Runner / Personal Assistant for a high-profile client. This position is an in-person role working out of a home, it is not remote. All candidates must be local to Los Angeles and have Runner / Customer Service experience. Must be positive, proactive, thrive in an extremely fast paced environment and take pride in their work. Fashion knowledge is a big plus! A valid driver's license, car insurance and a dependable car are required.

Duties included but are not limited to: running errands, shopping, gift buying, handling returns, interacting with business partners, family, household staff, other duties and special projects as needed.

Salary: \$50K to \$65K DOE. Send resumes to : resumes@friedmanpersonnel.com

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 26 Recess Studios is a creative agency and production company headquartered in Portland, with offices in Los Angeles and New York. We are looking for a Production Coordinator to join the LA team. The right candidate will be highly motivated, resourceful, and organized. Requirements: Two years of production experience; a deep understanding of post-production processes; the ability to operate with autonomy and discretion. Budgeting experience is a plus. Email to: recessworld754@gmail.com

Jan 26 Two longtime UTA clients seek a Producer. Lead recording production, manage podcast editing, and coordinate content calendars across platforms. Develop creative ideas, collaborate with founders, and assist talent with brand campaigns. Part-time role, Monday to Friday. Send resumes to tommy@mattermediagroup.com

Jan 26 Dynamic and long-established entertainment company is looking for an experienced and enthusiastic International Sales Coordinator to join their team. This organization is one of the world's leading international sales companies for theatrical, television, and home entertainment. The successful candidate will have excellent interpersonal skills, possess advanced written and verbal communication skills and be well organized and analytical with an ability to work well under pressure. Email your resume to filmsalescoordinator@gmail.com

Jan 26 TV Pod at major studio seeks an Office PA. The ideal candidate is extremely detail oriented and organized. Duties include phones, office errands, administrative support and reading. This is a temporary position with the potential to transition to a development assistant position. Good for someone interested in development or TV writing. Agency experience preferred. Please send resumes and a brief letter to resumes.officepa2024@gmail.com

Jan 26 Dear Media (DM) is the largest podcast network focused on strong female voices and audiences, with 60+ podcasts fronted by top-tier talent. We are currently looking to hire a full-time Sales & Brand Partnerships Coordinator. Responsibilities include assisting in the execution of branded campaigns, organizing internal grids, drafting contracts, pitch decks and campaign materials. The ideal candidate is extremely organized and detail oriented. Please contact salesjobs@dearmedia.com and hr@dearmedia.com

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 26 Seeking Assistant for Partner/Talent Manager at M88 based in New York City area. The ideal candidate is a proactive self-starter with excellent communication skills and impeccable attention to detail. The ability to multitask, organize complex information and meet changing deadlines is essential to the position. Previous assistant and/or entertainment experience and interest in talent representation/client service is preferred. Please send resumes to m88careers@staym88.com

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 26 Literary management and production company Map Point Management seeks intern for Summer 2024. Ideal for someone interested in Film/TV development and representation. Candidates should be motivated and detail oriented, with an avid interest in storytelling and consuming film and television. Interns will do research, script coverage, and creative pitches. Unpaid; must be eligible for school credit. Send resume, cover letter, and availability to jobs@mappointmgmt.com

Jan 26 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. We are specifically looking to hire whoever takes the intern position as a part time assistant within 2 - 3 months. Unpaid for school credit. Please email short cover letter and resume with "Office Internship" in subject line to jobs@radmincompany.com

Jan 26 TMG Studios, an acclaimed podcast network and production company, is looking for a Producer's Assistant Intern to join our team for the next six months. This is a paid internship. The Producer's Assistant will assist all four of our amazing Producers! For details, please contact brooke@tmgstudios.tv

Jan 26 Watch This Ready, the NY based production company founded by filmmakers Michael Covino and Kyle Marvin, is looking to fill a unique NY intern position; an Italian speaker to intern both for the company and with specific exposure on one of their unscripted projects. Further details upon discussion, please contact alli@watchthisready.com

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