



## Entertainment Jobs on TAPA

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[anonymousproductionassistant.com/uta-joblist](http://anonymousproductionassistant.com/uta-joblist)

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## Executive & Management Positions

### Assistant Level Positions

Mar 15 Artistry, a below-the-line agency, is looking for an assistant for their Commercial & Music Video department.

Responsibilities include: Answering phones, ensuring client calendars are kept up to date with holds and bookings, creating deal memos and client invoices, following up on outstanding payments, sending client submissions, data entry & resume updates, and tracking numerous projects. Talent agency or production experience strongly preferred. Submit resumes and cover letter to [madison@artistry.net](mailto:madison@artistry.net)

Mar 15 Seeking assistant to president at Mortal Media. Candidates must possess 1-2 years of comprehensive desk experience. Responsibilities include administrative support, covering phones, managing scheduling, processing outgoing submissions, and evaluating incoming material for potential development. Candidate should have a can-do attitude, ability to take initiative and a distinct passion and enthusiasm for film and television. Submit resumes to [mmassistant.resumes@gmail.com](mailto:mmassistant.resumes@gmail.com)

Mar 15 CEO of prolific entertainment company seeks a third assistant to join the team. Ideal candidate is creative, organized, attentive to detail, and solutions-oriented. Must be able to multi-task and handle high volume of work. Duties include: heavy scheduling and phones, travel coordination, and maintaining organizational systems. 1-2 years of entertainment admin experience and a long-term desire to pursue a career in film/tv business or production strongly preferred. Resumes to [careers@101studiosco.com](mailto:careers@101studiosco.com)

Mar 15 Roadside Attractions (Emily the Criminal, Manchester by the Sea, Dear White People) seeks an LA-based, in-office Executive Assistant to support the Company's Co-Presidents. Duties will include scheduling meetings, light phones, and evaluating films and literary material. Our ideal candidate is a voracious reader who is already a student of the entertainment business and wants to grow into a creative executive. Please submit resumes to [jobs@roadsideattractions.com](mailto:jobs@roadsideattractions.com)

Mar 15 LA-based management/production company with a high-level roster of clients is seeking a dynamic assistant to support the Head of Production. A self-starter with impeccable organizational skills is essential. This position entails managing the schedule of the producer and providing creative feedback on all active projects plus incoming material. An interest in film and tv development is integral. We want to find a candidate who has a strong desire to grow with the company and work across the production team. One year of agency or management experience is required. Resumes to [assistla2@gmail.com](mailto:assistla2@gmail.com)

Mar 8 Academy Award-winning writer/producer/director/showrunner with a studio deal seeks new executive assistant. High volume desk heavy on calls, scheduling, travel, and submissions. The ideal candidate is calm under pressure with an eye for problem solving, as well as organized, professional, and discreet. Must be comfortable interfacing directly with high-level talent and industry players. Flexible nights and occasional weekends are a must. This is a hybrid (remote and on lot in Burbank) position, and familiarity with Zoom, Final Draft, and iCal is a plus. One year of desk experience preferred. Please send resumes to: [wrpassistant@gmail.com](mailto:wrpassistant@gmail.com) with the subject line: Executive Assistant Job / [YOUR NAME]. Thank you!

Mar 8 101 Studios is a global entertainment company dedicated to the acquisition, financing, development, production and distribution of high-caliber, creator-driven content. We continue to expand our reach and influence and are seeking a dynamic Assistant to the CEO to join our team!

What you will do:

- Handle a diverse range of tasks that vary on a daily basis
- High volume phone management (e.g., rolling calls, leading conference calls and prioritizing calls, as necessary)
- Calendar management, scheduling complex meetings (10+ people), etc.
- Coordinating travel arrangements – domestic, international, commercial, and private
- Contribute to the development and maintenance of meticulous organizational systems and logs for expenses, flights, etc.
- Liaising with internal staff at all levels and external clients & partners
- Manage a substantial amount of personal assistant responsibilities, including but not limited to, appointments, personal travel, and event scheduling
- Provide substantial office support while demonstrating a collaborative mindset within a highly effective and emotionally supportive team of 3
- Maintain a composed and even-tempered approach during high-pressure situations, while addressing issues, managing tight deadlines, and navigating unforeseen circumstances

What you will need:

- 2+ years of experience within the Entertainment industry. Minimum of 1+ year(s) of experience in an Assistant capacity
- Must be able to uphold a high level of discretion and confidentiality
- Bachelor's degree strongly preferred
- Highly professional with excellent judgment
- Ability to adapt to shifting working hours and to work under tight deadlines in a fast-paced environment
- Can-do, positive attitude and willing to "go the extra mile"
- Solutions oriented thinker with an ability to think creatively about complex problems
- A self-starter that is driven to find opportunities to take initiative
- Forward thinking; looks for opportunities to anticipate needs and avoid potential problems
- Emotionally intelligent with excellent written and interpersonal communication skills
- Capable of managing several projects simultaneously
- Aspire to pursue a career in some facet of film production or business as a long-term goal
- Must have valid Driver's License and personal transportation.

101 Studios is an equal opportunity employer committed to a diverse and inclusive work environment.

Salary: \$18-\$22 per Hour. 401(k), Health, Vision, Dental, Life Benefits

Please email resumes to [careers@101studiosco.com](mailto:careers@101studiosco.com)

Mar 8 Beverly Hills based production company is seeking a 2nd assistant and travel coordinator to support the Chairman and his Chief of Staff. Job includes heavy domestic and international travel; Expenses including credit card reconciliations & reports; Managing calendar, email correspondence, scheduling, and general day to-day tasks. A minimum two years at a studio, production company, major talent agency or management company is REQUIRED. Please submit resume and cover letter explaining why you would be a perfect fit to Tara at [assistantrecruiter2024@gmail.com](mailto:assistantrecruiter2024@gmail.com)

Mar 8 Leading nonfiction production company seeks a highly organized and energetic Executive Assistant to support the President. While this role primarily focuses on administrative support, it offers a unique opportunity for a candidate with a deep interest and working knowledge of the documentary field. You'll gain experience in the inner workings of documentary production, from development to release, and learn how a production company operates. Please submit resumes to [production@thismachine.net](mailto:production@thismachine.net)

Mar 8 Bauman Management is seeking a new assistant for TV lit & director manager John Bauman. The job is full-time with competitive pay and a flexible schedule. Interest in a career in representation is a bonus but not required, as is experience in television. Applicants should have strong communication and organizational skills, and an understanding of the television landscape. The job is both creative and administrative and has room for growth for the right person. LA based. Please email resumes to [assoc@baumanmgt.com](mailto:assoc@baumanmgt.com)

Mar 8 Talent management company in Studio City is seeking an experienced full-time in office assistant. Minimum 1-year experience in a management company, talent agency or casting office required. Must multitask, be personable, organized, motivated. Excellent phone and communication skills, extremely detailed, driven. Excellent MAC usage, MS Office, IMDb Pro, Breakdown Services, Casting Network, Cast It, Eco Cast, In Entertainment. Resume & cover letter to [asst@rothmanandres.com](mailto:asst@rothmanandres.com)

Mar 8 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](mailto:office@deliriofilms.com)

Mar 8 Big Little Feelings is seeking an experienced and detail-oriented Executive Assistant. The ideal candidate will possess exceptional organizational skills, a proactive mindset, and the ability to manage multiple tasks. This role offers an exciting opportunity to work closely with a founder in a dynamic, creative, and innovative environment. The ideal candidate should thrive in a fast-paced setting and be committed to providing high-quality support while maintaining professionalism and confidentiality. Please send resumes with subject line "Candidate for Executive Assistant" to [hello@biglittlefeelings.com](mailto:hello@biglittlefeelings.com)

Mar 8 Well-known TV producer seeking an Executive Assistant at production company focused on TV, film, and children's digital media. Ideal candidate will want to grow into a producer or executive and is high-energy with a good sense of humor, collaborative nature, DIY attitude, excellent people skills, and extremely detail oriented. Must be comfortable booking travel, scheduling, taking fast and detailed notes, and coordinating post-production needs. Mix of remote and in-person, either in LA or NY. If interested, please send resume and cover letter to Nicholas: [outpost.hiring@gmail.com](mailto:outpost.hiring@gmail.com)

Mar 8 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 agency/management experience required. Please send resumes to [resumes@industryentertainment.com](mailto:resumes@industryentertainment.com)

Mar 8 TFC Management is hiring an in-person assistant to support a lit/talent manager and producer. Responsibilities include high-volume scheduling, rolling calls, and submissions, along with taking notes and managing grids – previous industry experience on a high-volume desk is required. Immediate opportunities for creative input and collaboration, and a path for internal growth if desired. TFC is a growing boutique management company, located in Koreatown, with a strong roster of actors, creators, showrunners, filmmakers, and producers. Please send resumes to [tfc.assist.applications@gmail.com](mailto:tfc.assist.applications@gmail.com)

Mar 8 Dylan Clark Productions is looking to hire an executive assistant with agency and/or management experience. The ideal candidate is resourceful, highly organized, has excellent creative instincts, and has a passion for TV/film. Candidates should be ready to assist in project development, provide comprehensive administrative support including scheduling and rolling calls, and be ready to oversee submissions and analyze incoming material. This is an excellent opportunity for someone seeking experience in TV/film development and production in a positive, engaging environment. Resumes to [paulette@dylanclarkproductions.com](mailto:paulette@dylanclarkproductions.com)

Mar 8 Artists First is a top-tier management company. We are seeking an experienced literary assistant. Must be professional, motivated and management 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. [rg@artistsfirst-la.com](mailto:rg@artistsfirst-la.com)

Mar 1 Assistant to Talent Manager at management and production company Artists First. Looking for candidates with 1+ year's experience at an Agency or Management Company. Experience with the casting process is critical. Duties for the position involve rolling calls, sending email submissions, heavy scheduling, coordinating travel logistics, arranging internal company staff meetings and working with elevated clientele. A skillset with programs such as Outlook, Breakdown & Sides Express and experience with InEntertainment is a plus. Resume to [talentmanagerassistant2024@gmail.com](mailto:talentmanagerassistant2024@gmail.com)

Mar 1 Talent management company representing A-list actors looking for an ambitious, hardworking, full-time assistant/coordinator with room for growth. Must be able to multi-task in a busy, fast-paced environment, and have a thick skin. Candidates should have great communication skills and attention to detail. Excellent computer skills a must! Salary commensurate with experience. Send cover letters and resumes to: [mgmtassistjob2@gmail.com](mailto:mgmtassistjob2@gmail.com)

Mar 1 Independent Public Relations is looking to hire a Los Angeles based publicity assistant. We are looking for a pro-active, smart, collaborative, resourceful and creative person who can multi-task. We strongly value the culture of our company, so a positive attitude is essential. This is an entry-level position with room to grow. Ideally, someone with previous experience in the entertainment industry – including prior internship. Resumes to [independent@independentpr.com](mailto:independent@independentpr.com)

## Personal Assistant Positions

Mar 8 A-list actor looking for a full-time assistant. Extended travel and work away on sets required. Must have a valid passport. Must be highly organized, have good communication skills, excellent computer skills, and be able to juggle a busy office and some personal family tasks as well as property management. Team player a must. Must drive, have a car, and be LA-based. Resumes to [assistantjob2024@gmail.com](mailto:assistantjob2024@gmail.com)

Mar 1 Busy actress/director seeks a reliable, communicative, and tech-savvy LA-based part-time personal assistant (5 hours per week initially, potential for increased hours). Ideal candidate has at least 1 year of industry assistant experience or strong internship background. Responsibilities include handling email correspondence, maintaining task progress updates, coordinating travel, occasional material review, and general admin tasks. Requires exceptional organizational skills, proficiency in G Suite, legal eligibility to work in the US, and ideally familiarity with casting platforms and industry trades. Email cover letter and resume to [jvhires@gmail.com](mailto:jvhires@gmail.com)

## General Positions

Mar 15 Nancy Naylor Casting is looking for a bright minded, dynamic individual to engage in Business Development. This is not a position in Casting. This full-time position entails proactively researching industry trades to create leads and set meetings with production companies, studios, producers & directors. Must have high-level desk experience at a top talent or literary agency or management company. Great comp package, salary negotiable, remote position. Email resume and cover note to [joinus@nancynayorcasting.com](mailto:joinus@nancynayorcasting.com)

Mar 8 Fuzzy Door Tech is looking for a Marketing and Product Associate to help organize sales demos, oversee the user testing process, and help with general administrative tasks. The ideal candidate is extremely organized and has 2 years of entertainment industry experience. Salary is \$65,000. Please email resume & LinkedIn profile to [hr@fuzzydoor.com](mailto:hr@fuzzydoor.com)

Mar 8 Reporting to CEO of Hidden Empire Film Group (HEFG), the Chief of Staff will be responsible for providing complete administrative support to which includes but is not limited to; phones, coordinating meetings, maintaining calendars and contacts, expenses, maintaining files, coordinating travel, conducting research, preparing presentations, managing the daily activities and workflow across functions, and managing the internal flow of information. The Chief of Staff may also be required to train and supervise lower-level administrative staff and interns. Resumes to [cm@hiddenempirefilmgroup.com](mailto:cm@hiddenempirefilmgroup.com)

Mar 8 TV producer seeking an experienced Content Manager for new children's media venture, focused primarily on YouTube and other online distribution channels. Must have interest in the big picture strategy as well as experience publishing including SEO and thumbnail optimization. An enthusiasm for the fast-changing trends of YouTube, especially within the kids space, is a must. Familiarity with tools such as TubeBuddy and Tubular Labs a plus. Can work remotely, or in-person with team in Los Angeles and New York. Part-time with full-time trajectory. If interested, please send resume and cover letter to Nicholas: [outpost.hiring@gmail.com](mailto:outpost.hiring@gmail.com)

Mar 8 Well-known TV producer seeking a Production Coordinator for children's digital media endeavor. Ideal candidate will want to grow into a producer or executive and is high-energy with a good sense of humor, collaborative nature, DIY attitude, excellent people skills, and extremely detail oriented. Must have production and post-production experience, be comfortable hiring and managing editors, freelancers, and shooters. Mix of remote and in-person, either in LA or NY. If interested, please send resume and cover letter to Nicholas: [outpost.hiring@gmail.com](mailto:outpost.hiring@gmail.com)

## Non-LA Positions

**Mar 8 Position: Associate Producer**

**Company: OFC ([ofc.tv](http://ofc.tv))**

**Duration: Permanent/staff**

**\$60,000 - \$75,000 DOE**

**Typical is Invisible.** That's why OFC ([ofc.tv](http://ofc.tv)), a fast-growing creative agency and video production studio based in Princeton, NJ, injects storytelling and entertainment value into communications targeting consumers, employees, and business decision-makers. OFC helps blue chip clients like Subaru, AT&T, PepsiCo, Bristol Myers Squibb, and Campbell's win in the workplace and the marketplace via multimedia stories. Check out more than two dozen video case studies at [www.ofc.tv/portfolio](http://www.ofc.tv/portfolio)



## Job Summary:

This is an opportunity to become an active participant in the creation of amazing content for a major automotive brand based near Philadelphia. While the position is fully remote, it's ideal that the Associate Producer is located in reasonable proximity to this area. You will play a key role in conceptualizing, planning, and producing high-quality video content that aligns with our client's objectives. You will be responsible for assisting with all aspects of video production, from pre-production to post-production.

The Associate Producer will work closely with our Account Manager, Executive Producer, Producer, Senior Editors, Editors, Motion Graphics Artists, and roster of freelance production professionals to bring attention-grabbing content to life for consumer advertising and marketing initiatives, social media content, internal events, initiatives, training, and more.

Here is our Associate Producer wish list!

- Can seamlessly work with our Account Manager to intake projects and ensure a smooth project from start to finish.
- Strong sense of story. Can craft paper edits / string outs and is an expert in building a narrative.
- Strong writing skills - can write a voiceover script.
- Take ownership of small projects from start to finish, and assist where needed on more complex projects
- Juggle multiple projects at once
- Comfortable hiring crew, handling logistics, and helping out during a field shoot, and producing/directing smaller/low complexity shoots as needed.
- Comfortable working with editors and providing direction / translating notes from account, clients, and senior producers.
- Working knowledge of the Adobe Suite. Does not need to know how to use it, but needs to understand how it functions in order to work with editors and provide direction
- A can-do, no-ego attitude is a must. One day you might be leading a shoot or an edit, another day you might be working on a menial (but important!) task.
- 2-5+ years of relevant work experience is required.
- Available to travel to for shoots as needed.
- Highly organized, with exceptional communication skills and attention to detail, including the ability to master and follow the brand guidelines for our major client.
- Experience working in Adobe WorkFront is a plus.
- Experience working within a company's brand guidelines is a plus
- Bachelor's degree, ideally in Film, Media, or Communications.



Full-time employees receive the following benefits:

- 401k plan with 4% company match
- Healthcare plan
- Dental & Vision premiums covered 100%
- 12 days paid vacation per year + federal holidays
- 10 sick days per day
- Year-end bonus
- Annual cost-of-living and/or performance-based raise

Your application must include a resume, cover letter and examples of your past work, and 3 references. Please apply by sending this to [sam@ofc.tv](mailto:sam@ofc.tv)

## Internship Positions

Mar 15 Matzah Ball Books' mission is to bring the joy of Yiddish to the new generation through light-hearted and vibrantly illustrated picture books. They will provide support in the upcoming launch of Book #10, in events and with show development. Tasks include scheduling tour events, submitting for pre-press book reviews, and expanding on existing marketing, media and sales channels. Part-time and remote okay. This is an unpaid internship that requires college credit. Please, submit resumes and cover letters by March 29th to [info@matzahballbooks.com](mailto:info@matzahballbooks.com)

Mar 15 Animation Israel is looking for summer interns who want to make a difference in building the next big industry in Israel's arts and entertainment economy. They will take notes in meetings with studio heads, government officials, funds and creators, expand communication and social media presence, and learn how to further key strategic goals. Part-time and remote okay. This is an unpaid internship that requires college credit. Submit resumes and cover letters by March 29th to [info@animationisrael.com](mailto:info@animationisrael.com)

Mar 15 HappyNest is looking for summer interns who first and foremost LOVE kids & family animation. Interns will take notes in meetings, help with design projects, update and organize submissions and grids, get on-the-job assistant training, and provide visual development alongside professional artists. Must be willing to work in person on location at the Stampede Ventures offices in Studio City, CA for at least two days per week. Unpaid internship for college credit. Please submit resumes and cover letters by March 25th to [info@happynestentertainment.com](mailto:info@happynestentertainment.com)

Mar 8 Literary management and production company 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](mailto:jobs@mappointmgmt.com)

Mar 1 CALIBER STUDIOS is a new podcast studio looking for interns. We're creating both unscripted and scripted content and are looking for people who want a very hands-on experience in development, production and social media management. Position is fully remote. Contact [ben@caliber-studio.com](mailto:ben@caliber-studio.com)

Mar 1 A high-level production company is looking for a paid intern to start immediately in Los Angeles, with the option to extend through summer. Responsibilities include, but are not limited to, script and book coverage, office management, phones, and updating and managing project grids. Candidates must have a car and flexible schedule, and previous script coverage experience is required. Please send resume and cover letter to [prodcoresumes2024@gmail.com](mailto:prodcoresumes2024@gmail.com)