



Entertainment Jobs on TAPA

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Executive & Management Positions

Mar 22 New talent, brands management, agency and marketing company. Right now, the company is looking for a few roles, priority being Day to Day Talent Manager/Agent. Looking for someone familiar with the marketing space and seeing through brand partnerships with the talent. Preference is someone with prior work at a talent agency or management company. Ability to do brand contracts is a bonus, but not a must. Must be located in New York City. Contact or Andrew@justdrewnyc.com or Andrew@xoxoemira.com

Assistant Level Positions

Mar 22 Feature/Television Coordinator needed at Talent Agency - responsibilities include tracking films and television shows, interacting with clients, coordinating opportunities between different departments. Qualifications - must have worked at talent agency previously, organized, cinephile, strong communicator, agile in workplace, good with people. This job is a fast track position to agent.

Send resume and cover letter to Coordinate66@gmail.com

Mar 22 UnRealistic Ideas is seeking an executive/development assistant to the President and Head of Production. While this position is first and foremost administrative, the candidate will gain a comprehensive knowledge of the documentary and format spaces from development to distribution and be given the opportunity to be a meaningful part of the creative team. Also proficiency in editing and deck making is a plus. The ideal candidate is a self-starter with exceptional industry knowledge and a passion for unscripted entertainment with excellent attention to detail, the ability to multitask, and prioritize work. Candidates must possess a minimum of 1 year administrative experience at an agency, network, studio, or production office setting. To apply, please submit a cover letter and resume to jobs@unrealisticideas.net with subject "Executive/Development Assistant - [YOUR NAME]"

Mar 22 Assistant to Partner/Literary Manager at Amplified Management is seeking an assistant. Boss is kind, fair, and looking for someone who is eager to grow with the company. Ideal candidates are looking to become managers, or to get into development or producing. Basic duties include high volume scheduling/rolling calls, submitting materials for

development/staffing considerations, and managing clients' and managers' calendars. At least 6 months of previous meaningful assistant experience is desired. Job is in person in Culver City. Ideally starts in April. Please send resumes to resumesimplified@gmail.com

Mar 22 MadRiver Pictures is seeking an assistant to Producer/CEO. Must have previous experience rolling calls, scheduling, and booking travel. The ideal candidate is a self-starter and team player. Assistant will be expected to read incoming material, provide coverage, update grids, and take on a few company & office-related tasks. The company's slate is skewing more commercial and action-oriented, so candidate should be up to date with films and talent in this space. Hybrid job at our offices in Santa Monica. Please email resumes to info@madriverpics.com

Mar 22 Lighthouse Entertainment, a boutique talent/lit management company, seeking an Assistant with past experience in the talent department at an agency or management company. Job duties will include reading scripts, reaching out to casting offices, submitting clients to executives and producers, tracking grids, breakdowns and projects, and coordinating client meetings. Main function is to support clients. Candidate must have past experience as training will be limited. Email resume and cover letter to ssiebert@lighthouse.com

Mar 22 Free Press CEO Bari Weiss seeks an executive assistant who is passionate about the mission of The Free Press. Candidate should be detail-oriented, proactive, organized, able to work in a fast-paced environment, and have strong communication skills. Responsibilities include scheduling, event planning, personal tasks, etc. Candidate must be willing to work in both Los Angeles and New York. Email resume and cover letter to careers@thefp.com

Mar 22 Black Bear Management seeks two assistants to join their management division at their Santa Monica offices. One assistant will be supporting a Partner and the other will be supporting two managers. Candidates need all requisite skills of a high-level assistant – an understanding of film/TV landscapes, attention to detail, ability to multi-task, communication skills, and thoughtful creative analysis. At least one year desk experience working for an agent or manager is REQUIRED. Resumes with subject line BLACK BEAR MANAGEMENT ASSISTANT to mgmtasstjob@blackbearpictures.com

Mar 22 The Rosenzweig Group, a talent management/production company, is looking for an exceptional assistant for their L.A. office. Responsibilities include answering phones, interacting with clients, casting offices and agencies, preparing/sending appointments and managing client schedules and travel. This position supports production and development, so an interest in that world is a plus. Agency/management desk experience and interest in talent representation preferred. Opportunity for growth. Email gregg@rosegroup.com

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

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 massistant.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

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

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

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 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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Personal Assistant Positions

Mar 22 Seeking Personal Assistant for healthcare comedy creator with 15M followers. Ideal for those adept in a fast-paced setting, keen on logistical challenges, and ready to support a range of activities from travel to content production. At least 2 years of experience in a similar role is required. Email resume to: tal@twartists.com

Mar 22 High-profile actor seeking a career personal assistant to help with personal matters, communicate with other members of team, and handle personal errands or ad hoc duties.

Strictly a personal role. No industry involvement. Based in Los Angeles, CA. Please send resumes to clyde@clydestaffing.com

Mar 22 Reality television star, entrepreneur and influencer seeking a personal assistant to help with personal matters, communicate with other members of team, and handle personal errands or ad hoc duties. Based in Los Angeles, CA. Please send resumes to clyde@clydestaffing.com

Mar 22 Talent management and production company is seeking an executive personal assistant based in Los Angeles, CA. Calendar management of all personal and professional schedules, communication with other team members, and handling all personal and company matters including day-to-day errands. Prior experience in entertainment, music, or in an assistant role is a plus. True gatekeeper role. Please send resumes to clyde@clydestaffing.com

Mar 22 High-profile music manager is seeking an executive personal assistant based in Los Angeles, CA. Prior experience in the music industry or as an assistant to executives/talent is a plus. Schedule management, travel bookings, communication with other members of the team. Must possess excellent interpersonal/communication skills. True music management role. Must be willing to travel. Please send resumes to clyde@clydestaffing.com

Mar 22 Music festival founder seeking executive personal assistant based in Los Angeles, CA. Calendar management of all personal and professional schedules, communication with other team members, and handle all personal matters including day-to-day errands. Must have flexible schedule and be willing to travel. Prior experience in entertainment, music, or in an assistant role is a plus. Must possess excellent interpersonal/communication skills. Please send resumes to clyde@clydestaffing.com

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

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

General Positions

Mar 22 UTA client Candice Kumai seeking to hire for the following roles: Video Editor, Director of Photography, PA, Food Stylist. Seeking someone dynamic, personable and efficient self-starters with a keen ability to multi-task, prioritize, take direction, and honor deadlines in a fast-paced environment. Must be highly organized with a fun personality, and strong work ethic. Please email links to samples of work/portfolio and cover letter to hello@thematchashoppe.com

Mar 22 The Acceleration is seeking a Coordinator to support an Executive who oversees ACC Advisory's entertainment strategy, client development, strategic partnerships, and talent endorsement deals, influencer marketing, in addition to developing uniquely creative marketing and cultural campaigns. The ideal candidate will have a passion for pop culture, music, entertainment, art, and media. A comprehensive understanding of the entertainment industry and cultural events with a strong ability to build relationships is essential. Applications to: taylor.burns@theacceleration.com

Mar 22 Zero Gravity Management is seeking a full-time Talent Coordinator position with a start date as soon as possible. Looking for a professional who is organized, able to multi-task and has an immediate working knowledge of industry players (agents, producers, execs, etc.). One year prior entertainment/agency experience is essential. Duties include project tracking, organizing department records, compiling information for the talent department, etc. Resumes to kkramer@zerogravitymanagement.com

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

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

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

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

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

Non-LA Positions

Mar 22 **Location: NY**

Hiring Multiple New Positions

- Video Editor(s)
- Director of Photography/Shooter(must have vast knowledge of camera, lighting and having camera equipment is a plus)
- PA, production assistant(s)
- Food Stylist

Please email: [Hello@TheMatchaShoppe.com](mailto>Hello@TheMatchaShoppe.com)

Must Include: Links to samples of work/portfolio and cover letter

UTA Client and the country's leading wellness journalist/chef is crewing up for a new cooking and wellness series: Our Award Winning Executive Production Team in NY is seeking to crew up in New York:

We are looking for a dynamic, personable and efficient self-starters with a keen ability to multi-task, prioritize, take direction, and honor deadlines in a fast-paced environment.

Requirements:

- highly organized, highly skilled in your area of profession, ability to think and plan 5 steps ahead, teamwork with a smile!
- fun personality and a strong work ethic

Preferred:

- food knowledge/love a plus!
- **positive attitudes and professionals only please**

Hours: Part time & have flexibility, Shooting in April 2024

Some weekends

Compensation: Paid market rate

PLEASE EMAIL [Hello@TheMatchaShoppe.com](mailto>Hello@TheMatchaShoppe.com)

Mar 22 Full time nanny & house manager for a celebrity family. Will primarily involve handling all nanny-related duties concerning two teenage children. Requires schedule flexibility and frequent overnight shifts with guest room accommodations provided. Ideal candidate will be comfortable with taking initiative and being proactive when supervising the children alone. An ability and willingness to perform light physical labor is a must. A valid driver's license and willingness to drive in NYC and outer boroughs is mandatory. Resumes to pm@untitledent.net

Mar 22 High-profile actor seeking part-time personal assistant to help with personal matters, communicate with other members of team, and handle personal errands or ad hoc duties. Flexible schedule a plus. Please send resumes to clyde@clydestaffing.com

Mar 22 Celebrity stylist seeking part-time assistant to assist in fittings, coordinate pickup and drop-off of garments, and handle personal errands or ad hoc duties. Knowledge of the fashion industry a plus. Based in New York, NY. Please send resumes to clyde@clydestaffing.com

Mar 22 High-profile director seeking nanny for child-care and maintain children's schedules. Must be able to transport children to school, activities, and playdates. Must be willing to travel. Flexible schedule a plus. Based in New York, NY. Please send resumes to clyde@clydestaffing.com

Mar 22 Family member of high-profile musician seeking nanny for children. Must be able to drive to transport children to school, activities, and playdates. Maintain children's schedule. Must be willing to travel. Based in New Jersey. Please send resumes to clyde@clydestaffing.com

Mar 22 Social media personality seeking personal assistant to help with personal matters, communicate with other members of team, manage social media content, and handle personal errands or ad hoc duties. Knowledge of social media a plus. Based in New York, NY. Please send resumes to clyde@clydestaffing.com

Mar 22 Executive and Investor in the cryptocurrency space looking for house manager to maintain organized living spaces, coordinate with contractors, handle package and mail deliveries, and other ad hoc responsibilities. Based in New York, NYC. Please send resumes to clyde@clydestaffing.com

Mar 22 High profile philanthropist and socialite seeking a personal assistant to help with personal matters, communicate with other members of team, and handle personal errands or ad hoc duties. Knowledge of social media a plus. Based in New York, NY. Please send resumes to clyde@clydestaffing.com

Mar 22 High-profile CEO of music and entertainment company is seeking an executive personal assistant based in Nashville, TN. Prior experience in the music industry or as an assistant to talent is a plus. Schedule management, travel bookings, communication with other members of the team. Must possess excellent interpersonal/communication skills. True music management role. Must be willing to travel. Please send resumes to clyde@clydestaffing.com

Mar 22 CEO of non-profit seeking individual to aid in calendar management of all personal and professional schedules, communicate with other team members, and handle all personal matters including day-to-day errands. Based in New York, NY. Please send resumes to clyde@clydestaffing.com

Mar 22 Fashion designer seeking executive assistant to aid in calendar management of all personal and professional schedules, communicate with other team members, handle all personal matters including day-to-day errands, and contribute to growing the brand. Experience in the fashion industry is a plus. Based in New York, NY. Please send resumes to clyde@clydestaffing.com

Mar 22 Social media personality and financial expert seeking executive assistant to manage personal and professional calendar, assist in maintaining social media presence, communicate with other team members and assist with other ad-hoc duties and daily errands. Knowledge of social media and/or personal finance a plus. Based in New York, NY. Please send resumes to clyde@clydestaffing.com

Mar 22 High-profile talent manager and film producer seeking executive assistant to aid in calendar management of all personal and professional schedules, communicate with other team members, handle all personal matters including day-to-day errands, and maintain relations with talent. Prior experience in entertainment or in an assistant role is a plus. Must possess excellent interpersonal/communication skills. Based in New York, NY. Please send resumes to clyde@clydestaffing.com

Mar 8 Position: Associate Producer

Company: OFC (ofc.tv)

Duration: Permanent/staff

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

Typical is Invisible. That's why OFC (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

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

Internship Positions

Mar 22 Interns needed at Boutique Talent Agency representing celebrity talent and influencers for branding and endorsements. This internship offers a comprehensive understanding of the entertainment industry and celebrity branding. Ideal candidates commit to two semesters. It's a Los Angeles-based internship, preferring local candidates but considering top remote ones. Minimum 20 hours per week. Submit resume and cover letter explaining interest and fit to celebritybrandingcareer@gmail.com

Mar 22 Seeking Summer academic interns for Luxhammer, a production/literary management company with 20 years of experience developing, packaging, and producing Film/TV based on original ideas and major IP with emerging and A-list talent. Also produced some of the world's most renowned branded entertainment. Learn development, BE, assistant duties, direct exposure to CEO. School credit only. Send resume, cover letter to hello@luxhammer.com

Mar 22 More/Medavoy Management is seeking creative interns for Summer 2024. Candidates must be enrolled in school for academic credit and excited to delve into the world of talent representation and development. Availability 2-3 days per week. Remote. Duties include client project input, script coverage, key research, basic graphic design, as well as working

hand-in-hand with partners. Please send resume/cover letters lucy@moremedavoy.com and rachel@moremedavoy.com

Mar 22 Paid Intern at Picturestart. Responsibilities include reception, script coverage, greeting guests, answering phones (occasional high-profile guests, ya never know!), joining staff meetings, and occasional desk coverage and errands. The last intern just got an amazing development desk, and we are sad to lose her! Start date April 1st (or sooner). 4-5 days per week. Resumes to office@picturestart.com

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

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

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

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

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

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