



## Entertainment Jobs on TAPA

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## Executive & Management Positions

Apr 5 APG is looking for a Director to support their A&R Publishing department. LA based role. This individual will report to Olly Sheppard and Matt MacFarlane. Key responsibilities will include: driving placements of records, delivering songs for placement, & finding talented writers and producers. Ideal candidates will have a minimum 3 years of A&R experience. Send resumes with subject "Job Application: Director of A&R - Publishing" to: [careers@artistpg.com](mailto:careers@artistpg.com)

## Assistant Level Positions

May 3 Principal Entertainment LA is seeking an executive assistant to work with one of our Partners. The ideal candidate should have at least one year of experience at an entertainment company and a strong interest in working with talent and a desire to learn the ins and outs of the management business. The successful candidate will be highly detail oriented, organized, familiar with social media platforms, an avid reader, and able to multi-task. This is a hybrid position. Please email resumes to [talent.asst.500@gmail.com](mailto:talent.asst.500@gmail.com)

May 3 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](mailto:talent.manager.asst302@gmail.com)

May 3 Boutique Talent Agency seeking Assistant to Agent. Major growth potential for the right candidate. Expected to be adept in assistant duties and motivated to become an Agent. Must be a self-starter, extremely detail oriented, possess strong communication skills and have the ability to multi-task. Prior agency experience preferred. Email resume to [jackie@reignagency.com](mailto:jackie@reignagency.com)

Apr 26 Assistant to President of Production (Sherryl Clark) of a newly formed Film and Television company. Must have agency or studio experience. Details about the company to be forthcoming in the next few weeks. Resumes to [sc@busted-shark.com](mailto:sc@busted-shark.com)

Apr 26 A boutique literary management company in Beverly Hills is looking for a first assistant/junior manager trainee to begin as soon as possible. The ideal candidate is motivated, detail-oriented, and eager to dive in and creatively support existing clients while hunting for new talent. The job entails standard assistant duties, including rolling calls, scheduling meetings, covering scripts, and managing a small office. Please email a cover letter, resume, and sample coverage to [jobs@radmincompany.com](mailto:jobs@radmincompany.com)

Apr 26 Toluca Pictures (HANDMAID'S TALE, FARGO, WEDNESDAY), a production company with an overall deal at MGM is seeking an assistant. This is a double desk for the Principal and President of the company. Responsibilities are administrative, rolling calls, scheduling, reading scripts and evaluating material. The job is fully remote but should be based in LA for occasional in-person meetings. Previous agency, management or development experience required. Email resumes to [TPassistant1@gmail.com](mailto:TPassistant1@gmail.com)

Apr 26 Literary management and production company looking for an assistant to two partners, based in Beverly Hills. The ideal candidate is organized, eager, attentive to detail, and knowledgeable of the industry. Assistants are encouraged to be active participants in client relationships and development conversations. Previous assistant experience either at an agency or management company is preferred. Resumes to [anna@undergroundfilms.net](mailto:anna@undergroundfilms.net)

Apr 26 Boutique management company (representing actors) is looking to fill an assistants position immediately. Ideal candidate would be super organized, have great phone manner, be personable, resourceful, empathetic, quick on their feet, and fun. Must be able to multi-task and function within a team. Extensive MAC skills, iMovie, IE, Breakdowns and LA Casting. Talent Management or Talent Agency experience needed. Growth opportunity. Please email cover letter and resume to [opportunity@jltalent.com](mailto:opportunity@jltalent.com)

Apr 26 Jerry Bruckheimer TV is looking for a candidate who wants to be part of the next gen of development execs. This person would assist the VP and SVP, and needs to be available to start by the end of the month. Resumes to [landay.asher@gmail.com](mailto:landay.asher@gmail.com)

Apr 26 The Development Assistant position will be responsible for covering phones, scheduling, expenses, and other admin duties for Searchlight TV's VP, Development. In addition, this individual will provide project support and research as part of the creative development process. Full job description attached. Current assistant is getting promoted! Send resumes to [sltvasst@gmail.com](mailto:sltvasst@gmail.com)

Apr 26 Busy Burbank-based Talent Management/Production company seeks to hire an assistant to the partners to start ASAP. Candidate should be motivated, detail oriented, organized and possess strong communication skills. At least one year experience in the entertainment industry (preferably with talent agency or management company) is mandatory. Responsibilities include scheduling, tape uploads and appointment emails, client interaction, phones, etc. Please submit resumes and cover letters to [anonpro3000@gmail.com](mailto:anonpro3000@gmail.com)

Apr 26 Los Angeles-based multi-family office for high-profile clients is seeking an Executive Assistant for its team. The ideal candidate will have 2+ years of experience performing administrative duties & providing support to executives. Looking for someone who is proactive & detail-oriented to provide support in managing complexities of our office while understanding importance of maintaining discretion given confidential nature of our business. If interested, please send your resume to [MFOLArecruiting@gmail.com](mailto:MFOLArecruiting@gmail.com)

Apr 26 Lion Forge Entertainment is searching for an exceptional individual to be its Executive Assistant for our Production and Legal Teams, based in our Los Angeles offices. The position reports to the company's EVP of Production and Content Partnership and SVP of Business and Legal Affairs. Candidate should be driven, detail-oriented, proactive, with strong communication skills. Animation Production experience and understanding is preferred but not necessary. Please email resumes to [jobs@lionforge.com](mailto:jobs@lionforge.com)

Apr 12 A-List Management Company seeks dedicated Executive Assistant to the Chief Executive Officer and Head of Talent. Candidates must have at least one year on a desk at an agency or management company. This is a fast-paced desk with room to grow within the company. Duties include rolling calls, handling scheduling and travel, as well as direct interaction with award winning clients. Desire to work in management a must. Candidates must be detail oriented, methodical, personable and have a strong ability to multitask. Please send resume and references to [eaopenposition24@gmail.com](mailto:eaopenposition24@gmail.com)

Apr 12 Executive Assistant to SVP at new media start-up, Graphic India. Responsibilities include scheduling, general office duties, booking travel, managing project grids, gaming and metaverse activities, overseeing interns. Must be a highly organized perfectionist with excellent communication skills, strong creative sensibilities, and the ability to anticipate the needs of CEO and SVP. Candidates should be passionate about mythology, storytelling, graphic novels and interactive media with a desire to grow in their role. One year industry experience preferred [jobsusa@graphicindia.com](mailto:jobsusa@graphicindia.com)

Apr 12 734 Media is looking for a full-time assistant for owner/talent manager & producer. The ideal candidate will have one year of paid desk experience at an agency, management, or production company. The position will require assistance in both client management as well as film production. Looking for someone who is organized, with great communication skills, and has an interest in management and production. Please send resumes and brief paragraph about yourself to [Katie@734media.com](mailto:Katie@734media.com)

Apr 12 Busy, Hollywood industry DJ booking firm seeks a part-time assistant who will grow with us. Candidate should be extremely organized, detail oriented, a multi-tasker, great with follow through and hustle, active in nightlife - events and/or clubs, and tech and social media savvy. Experience with talent booking, events, brands, and/or a creative agency is preferred. Responsibilities include emails/contracts/invoices, running errands, social media and creating client itineraries. Email resume and cover letter along with social media handles to nonaenthr@gmail.com

Apr 12 A-List Management Company seeks Executive Assistant to the CEO and Head of Talent. Candidates must have at least one year on a desk at an agency or management company. This is a fast-paced desk with room to grow within the company. Duties include rolling calls, handling scheduling and travel, as well as direct interaction with award winning clients. Desire to work in management a must. Candidates must be detail oriented, methodical, personable and be able to multitask. Please send resume and references to eaopenposition24@gmail.com

Apr 12 The Rosenzweig Group, a talent management/production company, is looking for an exceptional assistant with management aspirations 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, as well. Agency/management desk experience = a huge plus. Opportunity for growth! gregg@rosegroupla.com

Apr 5 Co-founder & Lit. Manager at Redefine Entertainment looking for assistant. Fast paced desk that requires attention to detail, effective organization, sharp communication/problem-solving skills, and an entrepreneurial mindset. Task include heavy scheduling, rolling calls, managing grids, and reading. Ideal candidates have a clear interest in being a literary manager, and are looking to grow with the company. Management company or agency experience preferred. Resumes to redefineassistantcandidate@gmail.com

Apr 5 Kaplan Perrone is seeking an assistant to two managers. Ideal candidates will have a minimum of one-year paid desk experience at an agency or management company. We are looking for someone with a strong work ethic that is interested in growth within the company. They would have superior communication skills, be well-organized and detail oriented. Responsibilities include rolling calls, correspondence, scheduling and setting client appointments. Salary range is \$18 - \$21 per hour. Send resumes to jobs@kaplanperrone.com

Apr 5 Kindred Spirit is looking for a full-time executive assistant to start Monday, April 29. Responsibilities include scheduling, script coverage, research, and general office tasks/errands. Ideal candidate is a film and TV lover, self-starter, and looking for the opportunity to be hands-on and get in on the ground floor. Previous desk experience, Mandarin-language fluency, and graphic design skills are highly preferred. LA or NYC-based. Email resumes to [kindredspiritjobs@gmail.com](mailto:kindredspiritjobs@gmail.com)

Apr 5 Founder and Partner of Link Entertainment seeks an executive assistant. The position will require assistance in both film/tv production and talent management. Candidates should have a minimum of two years industry experience and be ready to take their careers to the next level. This desk has a history of promoting assistants to both talent and literary manager positions. Please submit resumes to [linkpartnerassist@gmail.com](mailto:linkpartnerassist@gmail.com)

Apr 5 CURATE seeking an executive assistant to two literary managers. Candidate must be comfortable in a fast-paced environment and capable of juggling multiple tasks. Attention to detail and interpersonal skills – navigating client relationships, needs, and personalities – are a must. Job responsibilities include administrative tasks as well as reading client/incoming material. At least one year of assistant experience at a major agency, management company, studio, or production company required. Please email resumes to [tim@thisiscurate.com](mailto:tim@thisiscurate.com)

Apr 5 National Lampoon is seeking an executive/development assistant to assist two of their top-level producers/executives. The position is administrative, but the candidate will gain a comprehensive knowledge of the entertainment business and be a part of the creative team. Responsibilities include administrative duties and reading, coverage, and project development. Proficiency in editing and deck making is a plus. Candidates must possess a minimum of 1-year administrative experience. Submit a cover letter and resume with subject "Executive/Development Assistant – [YOUR NAME]" to [info@nationallampoon.com](mailto:info@nationallampoon.com)

Apr 5 Artists First is a top-tier management company. Seeking an experienced Lit Assistant. Key elements - professional, motivated, and mature minded. Obvious desk capabilities, a strong degree of multi-tasking, a sharp focus for details, the ability to work in a fast-paced, client-driven environment. An interest in the Management arena would be ideal. 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](mailto:rg@artistsfirst-la.com)

# Personal Assistant Positions

May 3 Talent Manager seeking personal assistant. Responsibilities include but not limited to: submitting clients via breakdown services and notifying them of any auditions that come in, logging expenses to google sheets, filing, posting to eBay/poshmark, running the occasional errand, booking flights. Requires reliable car. Should be good at troubleshooting technical issues and know how to use breakdown and google sheets/excel. Rate of pay is \$17/hour. Approx. 20 hours/week (flexible). Based in Midtown LA (Miracle Mile).

Resumes can be sent to gm.assist@yahoo.com.

Apr 26 Working actress/producer seeks full-time assistant in LA. Duties include, but not limited to: scheduling, travel logistics, personal shopping, script coverage, occasional cat sitting, coordinating with glam teams, and more. Needs to be very intelligent, energetic, an excellent communicator, has a strong work ethic, and positive energy. Requires reliable car. This candidate should be tech savvy, social media-savvy, and willing to travel. Email resumes to jewelboxp@gmail.com

Apr 12 Actress/Writer/Producer seeks a conscientious, experienced personal assistant in New York or LA. Previous experience as a personal assistant is necessary. Responsibilities include but are not limited to: organizing an ever changing calendar and complex schedule including travel; managing house; personal shopping and running errands; high email volume. Act as primary gatekeeper to principal. Extremely careful attention to detail is a must. Looking for a self-starter with initiative and excellent problem solving skills. Email resume with subject line "PA Position" to assistantapplicationsk@gmail.com

Apr 5 Female Celebrity in LA looking to hire an experienced personal assistant. Ideally the candidate would have experience in the following areas:

- Communication skills
- Scheduling
- Setting travel
- Assisting in content creation, editing, photography and videography for social media
- Liaising between various agencies, brands and talent streamlining communication to be easily digested
- Experience with merch sales and Shopify (Merch strategy or experience a plus)

If you do not have experience in all of the above please still apply as more important than experience for us is finding someone with a go-getter attitude. With that said, please let us know in your response which of the above you do have experience in.

Send applications to submissions@rjamesmanagement.com Subject should be "Personal Assistant Application"

## General Positions

May 3 Celebrity Run Female Clothing Brand is seeking a Videographer and Photographer to capture and edit content for our social media platforms. We are looking for someone who can collaborate with our team to create lifestyle imagery and video content for social media as well as some e-commerce. We have 5 monthly collections coming out this summer so we're looking for a photog that can start in May to help us capture content ahead of our drops... likely 2-3 shoot days per month plus editing time. Strong communication skills and a creative eye specific to online marketing are a plus. Must live in Los Angeles.

Please send resume or portfolio to [submissions@Rjamesmanagement.com](mailto:submissions@Rjamesmanagement.com) with the subject line PHOTOGRAPHER SUBMISSION.

May 3 Hunter Brand Management is looking to add an Associate to our team. Responsibilities include conducting outreach for an A-Level talent roster in the branding and endorsement space, tracking projects, and standard administrative duties for the Founder & CEO. We are hybrid office. The ideal candidate has previous experience in branding and commercial endorsements, and a clear desire to work in representation long-term and grow within the company. 1 year to 18- month minimum commitment. Please email resumes to [info@hunterbrandmgmt.com](mailto:info@hunterbrandmgmt.com)

Apr 26 Joy Fehily Management + Consulting is seeking a Management and Public Relations Coordinator. Responsibilities include personal talent management, public relations, and brand/social strategy. Candidate must be able to multi-task, prioritize and meet deadlines on multiple projects, have exemplary attention to detail, exhibit strong interpersonal and writing skills, exercise a high level of discretion, and be an all-around go-getter with a great attitude. Remote with potential to work in-person. Resumes to [lauren@joyfehilycom](mailto:lauren@joyfehilycom)

Apr 26 The CEO of a New York City-based entertainment company is seeking a meticulous and organized part-time assistant to support day-to-day needs from May December of 2024. This hybrid development role offers hands-on industry experience through script coverage and operational support, in addition to personal assistant duties. This is a great opportunity for a discreet and driven individual interested in entertainment. Approximately 25-30 hours per week. Paid. NYC-based only. Please email resume and cover letter to [assistant@trickyknot.com](mailto:assistant@trickyknot.com)

Apr 26 Non-profit seeks LA-based Program Coordinator. Will be responsible for scheduling and executing in-person events for children. Must be: organized, an experienced multi-tasker with the ability to prioritize projects, nimble, resourceful, trustworthy, proactive, personable and comfortable in a hospital environment on a regular basis. Out of state travel involved. Required: Mac, Microsoft Office, Google Suite proficiency, excellent written and verbal communication skills. Preferred: 5 years office or on set experience. Hours: M-F; 9a-6p. Healthcare benefits. Resumes: [info@lollipoptheater.org](mailto:info@lollipoptheater.org)

Apr 26 UCLA Production Services team is looking for a Operations Lead to manage the BruinCast web-streaming service, including planning, organizing staff and student employees, recruiting, selecting, and scheduling faculty participants, outreach to students and academic units, and publicity. BruinCast supports other web streaming services by managing encoding, live-streaming, and hosting. In addition, this individual will work closely with the Director of Production Services in developing and implementing new technology solutions for the BruinCast service and other educational technology and live events programs.  
taye@distortedfield.com

Apr 26 UCLA Production Services team is looking for a Supervisor, Event Services, as UCLA begins transforming its production operations and services. Supervisor, Event Services will lead and manage a team of audiovisual event technicians, project coordinators, business relationship team, and student staff for the IT managed events and spaces across UCLA, including the Luskin Conference Center, The Hill, Lake Arrowhead Conference Center, and other venues as required. To apply email: [taye@distortedfield.com](mailto:taye@distortedfield.com)

Apr 12 TMG Studios is seeking a Social Media Video Editor to craft dynamic content for our platforms. Use Adobe Premiere Pro to create compelling visuals, ensuring alignment with brand guidelines. Collaborate with our team to conceptualize engaging video concepts. Experience with motion graphics a plus. Strong communication skills and a keen eye for detail essential. Portfolio required. Join us in shaping our brand narrative through captivating storytelling. Apply now to unleash your creativity! Resume and cover letter to [mzbassistant@unitedtalent.com](mailto:mzbassistant@unitedtalent.com)

Apr 12 Smuggler Entertainment seeking a coordinator responsible for overseeing the development pipeline. Will also take part in creative idea development, including treatments, decks, sizzle reels, and creating pitch materials. Interest in unscripted longform, B.A. or B.S., and 1-2 years experience in a Film/TV professional environment, strong graphic design skills, and attention to detail are required. This position is LA based and cannot be remote. Submit cover letter and resume to [jobs@smugglerentertainment.com](mailto:jobs@smugglerentertainment.com)

## Non-LA Positions

Apr 26 The Space Program, an independent film production company is looking for a full time assistant in their NYC office. Opportunity to work across all areas of film production from script development through distribution. The assistant role is an in-person position that may allow for on set and travel work. Looking for someone detail oriented who is a self-starter, great at organization and has a keen creative eye that allows them to trust their instincts. This person will have the ability to build relationships across all areas of the entertainment industry and work across all genres of film. Resumes to [lizzie@spaceprogram.io](mailto:lizzie@spaceprogram.io) and [gus@spaceprogram.io](mailto:gus@spaceprogram.io)

# Internship Positions

May 3 PHOENIX PICTURES (SHUTTER ISLAND, ZODIAC, BLACK SWAN, LAST VOYAGE OF THE DEMETER) is looking for summer interns. Candidates must be enrolled in school for academic credit, and excited to learn about film and television development. Duties include script coverage and analysis, research, as well as attending meetings with executives. Please send resumes with cover letters to [phoenixpicturesinternship@gmail.com](mailto:phoenixpicturesinternship@gmail.com)

Apr 26 Graphic India is the global leader in Indian entertainment and has produced comics, graphic novels, and live-action including the Netflix film The Archies. Interns will cover incoming material, do development research and aid in office. They will be included in discussions on scripts, talent, and projects. Candidates should be passionate about mythology, storytelling, interactive media and must be enrolled students. Send resumes with INTERN in the subject line to [jobsusa@graphicindia.com](mailto:jobsusa@graphicindia.com)

Apr 26 Horseless Cowboy is seeking interns. At the intersection of technology and entertainment, HC's team has overseen the casting and production of English dubbing and videogame performances including Fallout 4, Life is Strange and Destiny. HC also consults with VR and new media companies on how to integrate dramatic performances in their projects. Interns can gain experience in casting, writing, voice-over production, performance capture. Unpaid. Send cover letter and resume to [horselesscowboypm@gmail.com](mailto:horselesscowboypm@gmail.com)

Apr 26 Amasia Entertainment, a boutique production company, is seeking virtual interns for the summer term. Candidates must commit to 3 days per week. As this internship is unpaid, candidates must be eligible for school credit. Duties may include providing script notes and coverage, various research projects, and miscellaneous admin tasks. Reliable phone / internet a must. Please send resumes and cover letters (no phone calls) to [info@amasiaent.com](mailto:info@amasiaent.com)

Apr 26 The Jim Henson Television Department is seeking interns. Interns will support the Primetime and Kids Development teams by providing coverage, research, and collaborating on special assignments and projects. The ideal candidate is a skilled writer and communicator. This is for academic credit, and candidates must have in person availability 2-3 days a week. Prior coverage experience preferred. Applicants should submit a one-page resume, cover letter, and a coverage or writing sample showcasing their analytical skills. Apply to [creativeinternships@henson.com](mailto:creativeinternships@henson.com) with subject line "Television Internship // Your Name"

Apr 12 Join TMG Studios, a leading production company behind award-winning podcasts like Tiny Meat Gang and more. We're hiring a Social Media Intern to boost our online presence. Collaborate with our team, create engaging content, and interact with our growing audience. Perfect for creative minds eager to dive into social media marketing. Bachelor's degree preferred. Familiarity with our podcasts and social media platforms essential. Apply now for hands-on experience! Resume and cover letter to: [mzbassistant@unitedtalent.com](mailto:mzbassistant@unitedtalent.com)

Apr 12 The Jim Henson Feature Films dept is seeking interns. Interns will support the team in the creative development of live action and animated movies by providing coverage and collaborating on special assignments and projects. This unpaid internship is only open to current students who will receive academic credit. Must work in-person 2-3 days a week. The ideal candidate is a skilled writer and communicator. Prior coverage experience preferred. Submit a one-page resume, cover letter, and a coverage or writing sample showcasing analytical skills with subject line "Feature Films Internship // Your Name" to [reativeinternships@henson.com](mailto:reativeinternships@henson.com)

Apr 5 Charles Osowik, an independent literary manager, is looking for a Representation/Development intern for the Summer 2024 semester who can work remotely. Duties include reading scripts for incoming submissions, providing notes on client projects and various other ad-hoc management related duties. Looking for those who have an appreciation for both commercial and art-house movies/shows.

Please send resumes and list of favorite movies/tv shows to [readerintern123@gmail.com](mailto:readerintern123@gmail.com)

Apr 5 Odenkirk Provissiero Entertainment is seeking Summer 2024 interns. A passion for comedy is a plus. Intern tasks include script coverage, information tracking, and day to day office operations. Seeking students that can work 2-3 days a week. This is an unpaid, in-person internship, and college credit is required. If interested, please email cover letter and resume to [hannah@op-ent.com](mailto:hannah@op-ent.com) and [keith@op-ent.com](mailto:keith@op-ent.com) Subject line, 'Name // SUMMER 2024 Intern Application'.