



## Entertainment Jobs on TAPA

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## Executive & Management Positions

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### Assistant Level Position

May 17 Executive Producer looking to hire a part-time, remote PM Exec Assistant, 2-3 times a week.

Executive Producer looking to hire a detail oriented part time Executive Assistant to work during the evening two to three times a week. This is fully remote, but the producer is located in Los Angeles on PST.

Responsibilities include project management, spreadsheet work. Must be a pro at Excel and sheets and LGBTQIA+ family friendly. Sample hours would be 5-10pm during work days. Please send a brief paragraph about you and your recent resume to [awenger.asst@gmail.com](mailto:awenger.asst@gmail.com)

May 17 Midsize talent agency is seeking a full-time assistant. There is a great deal of opportunity for growth in the position for an enthusiastic, detail-oriented candidate. Job entails day-to-day administrative work with the opportunity for more, including supervised client coverage, strategy, submissions and client relations. Some agency or management experience is preferred. The top candidate should be technically savvy and aware. The job is LA based. Resumes can be sent to the following address: [careers@aperture-talent.com](mailto:careers@aperture-talent.com)

May 17 Industry Entertainment is looking for a highly motivated and hardworking assistant to work for two managers. Experience in a similar industry position preferred as well as strong interest in management and production. Qualified candidates will have a strong work ethic, great organizational skills, interpersonal skills, knowledge of InEntertainment, an ability to juggle many tasks, a great memory, basic editing skills, passion, and a positive attitude. Candidates email [talentmgmtasst21@gmail.com](mailto:talentmgmtasst21@gmail.com)

May 17 Media Res Studio seeks an Executive Assistant to the CEO. This position will support a broad range of administrative responsibilities, interface with various departments, and work collaboratively with the development assistant to ensure all duties to cover the CEO's desk are integrated and seamless. The successful candidate will be a tenacious problem solver and

will have a bachelor's degree / a minimum of at least 3 years of previous entertainment industry experience.

Resumes and cover letters should be sent to [resumes@mediares.studio](mailto:resumes@mediares.studio)

May 17 The Fifteen Percent Pledge seeks an LA based Executive Assistant to support the Founder and Chief of Staff. Responsibilities include managing calendars, booking travel, coordinating appointments, handling correspondence, and executing special projects. Candidates should have 4+ years of administrative experience, excellent communication skills, proficiency in office tools, and a proactive approach to social justice. Diversity is highly valued. \$80,000-\$100,000 annually, plus benefits. Apply with a resume / cover letter to [jobs@15pp.org](mailto:jobs@15pp.org)

May 17 Assistant to principal of boutique TV & film lit management/production company. Ideal candidates are charismatic, self-starters, creative, highly organized, and have a keen attention to detail. Duties include: phones, scheduling, submissions, research, coverage & development notes, project tracking, as well as discovering new talent. An exciting position for someone interested in a career in talent representation and/or producing. Applicants must have one (1) year of experience at an agency, management or entertainment company. Please send resume and cover letter to: [jobs@mappointmgmt.com](mailto:jobs@mappointmgmt.com)

May 17 Seeking assistant for 2 Talent Managers in NY. Candidates should be driven, computer literate, detail-oriented and creative with strong communication skills. Entertainment experience and excellent computer skills are mandatory. Agency / Management experience a big plus, as this is for a partner desk. Editing software experience is a plus. Responsibilities include heavy phones and client interaction, scheduling, filing, etc. Salary \$20-24/hr. Email resume, cover letter, and references with subject "NY Assistant" to [don@authenticM.com](mailto:don@authenticM.com)

May 17 Executive Assistant to principal of a Production Company with multiple features and TV shows in development/production. Previous major agency or management company experience REQUIRED! Main duties include heavy scheduling, phones, rolling calls, research, booking travel, personal items, and reading/coverage. You will have opportunities to weigh in on creative. Ability to multi-task and strong organization & memory skills a must! This job will partly in-office and partly remote. Email resume to [thegoblin0427@gmail.com](mailto:thegoblin0427@gmail.com) with the subject line EXECUTIVE ASSISTANT APPLICATION

May 10 Seeking two experienced assistants for two job openings: (1) assisting a (Partner) Literary Manager/Producer; (2) assisting two Literary Managers. The desks are high-volume and fast paced. Responsibilities include rolling calls, heavy scheduling, calendar management, project/client submissions, script reading and research. Position provides opportunities for client interaction, creative contribution, and growth potential. One year desk experience at an agency or talent management company highly preferred. Position is currently remote. Submit resumes to [resume@untitledent.net](mailto:resume@untitledent.net)

May 10 Kovert Creative, one of the top entertainment PR & Marketing agencies, is seeking a full-time assistant to support multiple publicists in their LA office. Candidates should have 1-2 years of work experience, be detail-oriented and thrive in fast paced work environments—full benefits and 401k. Resumes should be sent to [info@kovertcreative.com](mailto:info@kovertcreative.com)

May 10 Artists First is a top tier management company. We are seeking an EXPERIENCED Assistant. Obvious elements - be professional, motivated, and mature minded. Solid desk capabilities, a strong degree of multi-tasking, sharp for details, ability to work in a fast-paced, client driven environment. Agency/Production 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)

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)

## 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](mailto:gm.assist@yahoo.com).

## General Positions

May 17 Television writer who wrote for The Simpsons, The Office, etc. looking for an assistant to help with marketing a class that he teaches about TV writing. Salary=\$25/hour.

20hours/week for 2 weeks; this is a part-time gig and temporary. A central part of the marketing will be editing video footage of his previous classes, and posting clips on Instagram, Tik-Tok etc. Experience or education in social media marketing is a plus. Need to start ASAP. Please submit resumes to [bfoassistant@gmail.com](mailto:bfoassistant@gmail.com)

May 10 May 10 A major television personality is seeking an extremely capable candidate for a podcast editing role. The ideal candidate would be a die-hard pop culture, reality TV buff and be the type of person who lives on social media and knows all the current trends. This is a great entry level opportunity for someone pursuing a career in editing. Candidates in the LA area strongly preferred. Please send resumes to [team@settebelloentertainment.com](mailto:team@settebelloentertainment.com)

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)

## Non-LA Positions

May 10 May 10 Innovative Artists is hiring an assistant for the Talent Department. Duties include managing day to day materials including appointments & submissions. Must have experience in the casting/agency/management world, as well as impressive experience from university involvement, internships, past positions. \$20/hr, \$30/hr OT (annual wage increases), benefits, Trainee Program. This is an ASAP hire. Must CURRENTLY live in NYC area. Email resumes via PDF: [agf@iany.com](mailto:agf@iany.com)

# Internship Positions

May 17 CTL Scouting is looking for a paid intern to begin work Summer 2024. The internship will last the summer with opportunity for more, and will require about 13 hours a week, including one full 8-hour office day (on Fridays) and reading/reporting on one book per week outside of the office. Interns will work closely with staff to generate memos on books of interest, write reader reports, and brainstorm pitches for clients. The intern will also be responsible for various administrative duties. Resumes to [meghan@ctlscouting.com](mailto:meghan@ctlscouting.com)

May 17 Sheree Guitar Entertainment, an established literary TV/film & talent management firm, is seeking qualified candidates for an internship. You will be directly supporting Literary Manager, Producer, and Principle, Sheree Guitar, and the Literary & Development Coordinator. Duties include rolling calls, submissions, scheduling, records, coverage, and other office duties. Candidates should be driven, confident and passionate. This is a remote, unpaid internship. Minimum three months and 20 hours a week. Please send cover letter and resume with subject line "Literary Internship" to [asst@shereeguitarent.com](mailto:asst@shereeguitarent.com)

May 10 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](mailto:celebritybrandingcareer@gmail.com)

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 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'.