



## Entertainment Jobs on TAPA

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## Executive & Management Positions

Jun 14 ID's HR Manager will be responsible for multiple functional areas including recommending program and process improvements to company leadership and the CEO and ensuring compliance on all HR matters. You will also partner with external vendors for payroll, healthcare insurance, 401K, annual reporting, outside counsel and others to ensure consistent application of HR policies, as well as state and federal laws and practices at all company locations. This individual reports to the COO and will perform generalist work for our team of 100. Resumes to [aball@id-pr.com](mailto:aball@id-pr.com)

May 31 Seeking a Managing Director to advance the college's mission, vision, and values within entertainment. Responsibilities include strategic planning, resource allocation, team engagement, and safety/compliance. Background in leadership, strategic planning, risk management for a large organization, along with desired knowledge in entertainment and a master's degree. Anticipated pay \$150k-\$170k. Apply with resume and cover letter to [dodgecollege@chapman.edu](mailto:dodgecollege@chapman.edu)

May 31 Agent needed for established and thriving department at Mid-Size agency. Prior experience required. Person who is an energetic, multitask-er with the ability to remain professional and focused on a detail oriented. It's a fast-paced environment. Need a team player. As well as keep calm in high pressure/quick turnaround situations. Starting salary \$45,000.00 per year Medical, Dental, 401K . Email Resumes and Cover letters to [talentagencypositions@gmail.com](mailto:talentagencypositions@gmail.com)

## Assistant Level Position

Jun 14 Literate, a boutique TV-focused literary management company seeks an Assistant to join their tight-knit team. The ideal candidate is proactive, a strong communicator, impeccably organized, tech savvy, a skilled multitasker, great at problem solving, and a team player. Responsibilities include scheduling, managing submissions, maintaining tracking grids, and reading incoming material, among others. This is a great opportunity for a compassionate, collaborative, and resourceful individual interested in the TV business. A year of agency or other relevant industry experience is preferred. Please send resumes and optional cover letters to [literateasst@gmail.com](mailto:literateasst@gmail.com).

Jun 14 Experienced assistant sought for two talent managers in Los Angeles. A minimum 1 year of experience on a talent desk at an agency or management company is required. Responsibilities include administrative duties, casting coverage, client interface, maintaining company materials and more. Please send resumes or reach out to [asstposition@yahoo.com](mailto:asstposition@yahoo.com)

Jun 14 Cold Iron Pictures / The Film Arcade is a busy, award-winning independent production, financing, and distribution company looking for an assistant to the CEO and office. Duties include office management, phones, scheduling, travel/accommodations booking. Some personal work will be required. Organizational skills, a real problem-solver, and someone who can adapt to different situations are intrinsic to the role. Please send a resume to [julia@coldironpictures.com](mailto:julia@coldironpictures.com)

Jun 14 FilmNation Entertainment's Infrared label seeks an Assistant to the President and Vice President of Production. The ideal candidate is an enthusiastic, detail-oriented self-starter with strong verbal/written communication skills, a clear ability to multitask and meet deadlines, a strong knowledge of Excel and other Microsoft Office programs, a love of movies, and a general knowledge of the players within the industry. The position involves juggling many different responsibilities but is a great opportunity to learn and have your creative impact immediately felt. Resumes to [HR@filmnation.com](mailto:HR@filmnation.com)

Jun 14 A high-level management/production company that promotes from within is seeking an executive assistant to Partner. One year agency/management experience required. The ideal candidate is proactive, intelligent, resourceful, honest, has a strong work ethic, and is invested in the team's success. This is NOT an entry-level position. The ideal candidate is interested in becoming a manager down the line. Experience in Microsoft Suite, InEntertainment, Active Pitch preferred. Position starts immediately. Interested parties can email resume/cover letter to [mainstayentertainment@gmail.com](mailto:mainstayentertainment@gmail.com)

Jun 14 Wheelhouse is a dynamic multi-vertical media, marketing, and investment platform seeking an Executive Assistant to the Chief Strategy Officer. Candidate should excel at managing a diverse range of responsibilities, possess exceptional communication skills, and maintain confidentiality in a fast-paced, collaborative environment. Experience with high level executive across business development, strategy or finance is a plus. Business Administration/Finance/Economics/Accounting fields of study are highly encouraged. Internship/ 1 year experience in Investment Banking, strategy, Consulting, or finance encouraged but not required. Resumes to [juliette.wimpfheimer@wheel-house.com](mailto:juliette.wimpfheimer@wheel-house.com)

Jun 14 Rothman Brecher Ehrich Livingston seeks an assistant for agents in the TV Lit department. Must have a year of relevant work experience. Duties include heavy calls, scheduling meetings, creating booking slips, tracking client payments and reading scripts.. Team player, a good communicator, extremely personable, helpful and energetic. Full time, in-person, located in Beverly Hills office. Base hourly rate of \$18.50 - \$20.00 + OT. Cover letters and résumés to [careers@rbelagency.com](mailto:careers@rbelagency.com)

Jun 14 Experienced assistant sought for two talent managers in Los Angeles. A minimum of 1 year of experience on a talent desk at an agency or management company is required. Responsibilities include administrative duties, casting coverage, client interface, maintaining company materials and more. Please send resumes or reach out to [asstposition@yahoo.com](mailto:asstposition@yahoo.com)

Jun 14 Literate, a boutique TV-focused literary management company seeks an Assistant to join their tight-knit team. The ideal candidate is proactive, a strong communicator, impeccably organized, great at problem solving, and a team player. Responsibilities include administrative duties and reading incoming material, among others. This is a great opportunity for a compassionate, collaborative, and resourceful individual interested in the TV business. A year of agency or other relevant industry experience is preferred. Please send resumes and optional cover letters to [literateasst@gmail.com](mailto:literateasst@gmail.com)

Jun 14 42, a prominent management & production company based in LA and London is seeking an Executive Assistant for two LA based lit manager/producers to start immediately. Responsibilities include the usual assistant duties, reading incoming submissions, writing notes and client servicing tasks. At least one year of agency/management experience is required. Candidates will be expected to come into our Beverly Hills office Monday through Friday, 9 am – 6pm. Please send resumes to [liamquigley@42mp.com](mailto:liamquigley@42mp.com) and [michelleknudsen@42mp.com](mailto:michelleknudsen@42mp.com)

Jun 14 Seeking an Assistant for a Partner/Lit Manager at Industry Entertainment. Ideal candidate must work well in a fast-paced environment. Perfect for someone with a strong interest in becoming a Manager. Basic Duties include high volume scheduling/rolling calls, submitting materials for development/staffing considerations, managing clients' and manager's calendars. Candidates should be organized, resourceful and able to multitask. Must be LA based. Previous experience preferred. Please send resumes to [resumes@industryentertainment.com](mailto:resumes@industryentertainment.com)

Jun 14 Veteran showrunner in unscripted TV is looking for an executive assistant. The role requires assistant duties like scheduling, notes on calls, general organization of project materials, etc. The ideal candidate has an interest in unscripted development and experience with research, creative writing, and design of deck and development materials. Role is full-time, but on a project to project basis. Likely duration of job is 4-6 months, possibly longer. Please send resumes to [realityexectassist24@gmail.com](mailto:realityexectassist24@gmail.com)

Jun 14 A-List Management Company seeks dedicated Executive Assistant to the Head of Talent. Candidates must have at least one year on a desk. This is a fast-paced desk with room to grow within the company. Duties include handling scheduling and travel, talent submissions, as well as interaction clients and casting directors. Candidates must have a strong work ethic, great interpersonal skills, and a strong ability to multitask. This position is full time, with benefits, and a competitive salary. Please send resume and references to [eaopenposition24@gmail.com](mailto:eaopenposition24@gmail.com)

Jun 14 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)

Jun 14 Rotten Science is seeking an Executive Assistant to support our Los Angeles based production team. As an Assistant at Rotten Science, you will be directly involved with the slate of projects currently in production and development. The ideal candidate will need to have stellar organizational skills, thrive in a fast-paced environment, be great at multitasking, and have a love for all things COMEDY.

Please send resume and cover letter to [assistant@rottenscience.com](mailto:assistant@rottenscience.com)

May 31 Assistant for PR Company in West Hollywood wanted. Must be extremely organized, love a busy environment, be team-oriented and be a real "people person!" Candidate must truly desire a career in publicity and love working with personalities. ENTRY LEVEL position salary with full health benefits after 3 months. HUGE room for growth after a dedicated year. This position is very someone extremely focused, dedicated, and ready to embark on a career not a job. Must own a car and some experience in PR preferred. Email resume to [entpublicrelation8060@gmail.com](mailto:entpublicrelation8060@gmail.com).

### May 31 **Product and Marketing Coordinator**

Scriptation | Los Angeles, CA (100% Remote) Full-time

#### **About Us**

Scriptation is the Emmy® Award winning app for film and television production. It transforms traditional production tasks into efficient and environmentally-conscious workflows, allowing users to digitally mark up scripts, separate notes into layers, track changes across revisions, tag elements and generate breakdown reports, transfer notes into new script drafts, and more. Scriptation has been used on thousands of productions worldwide including "Saturday Night Live," "Bridgerton," "Succession," and "Game of Thrones."

#### **About the Job**

We are seeking a versatile and detail-oriented Product and Marketing Coordinator to join our team! This role will support both the Product and Marketing departments, focusing on developing a comprehensive understanding of the product to ensure effective communication with our users and the entertainment industry at large.

The ideal candidate is adaptable and proactive, capable of managing diverse tasks ranging

from rigorous quality assurance testing of the app to collaborating on promotional copy. Initially a cross-functional position, this role offers the opportunity to gain valuable experience in both areas, with the potential to grow into a more focused position within either department based on performance and company needs.

As a fast-paced company, we are looking for someone with strong communication skills, a creative mind, and the ability to learn quickly. Hands-on experience with entertainment production and a familiarity with Scriptation are strong assets.

## **Responsibilities**

- Collaborate on the development of new features to be integrated into the product roadmap.
- Perform Quality Assurance testing of the app through film industry user workflows to ensure smooth deployment of releases and identify elements that can be improved.
- Conduct data analysis, market research, user research, and A/B tests to continually improve the product's features, experience, and usability.
- Evangelize the product with demonstrations/webinars, and create content for customer support and training.
- Collaborate on marketing copy, press releases, and promotional assets.
- Generate ideas for content marketing and social media campaigns.
- Assist with special projects and research as needed.

## **Qualifications/Requirements**

- Hands-on knowledge of entertainment workflows and best practices
- Familiarity with various entertainment technology software applications
- Experience working across a breadth of projects and people ranging from highly technical to highly creative.

## **Desired Characteristics**

- Has a passion for the future of television and film production.
- An experienced multi-tasker, who can manage numerous, complex projects through periods of growth and change.
- Ability to work both independently, and in highly collaborative scenarios, while building effective, authentic, and collaborative relationships.
- Entrepreneurial in spirit with demonstrated interest and ability to find innovative ways to sustain and expand Scriptation.
- Excellent and consistent oral and written communication skills, with clarity of purpose in all communications.

**Salary**

Starting at \$64,000, commensurate with experience

**Benefits**

Comprehensive healthcare coverage

Retirement savings plan (IRA)

**To Apply:** Please fill out our application at [www.scriptation.com/apply](http://www.scriptation.com/apply)

May 31 Seeking a dynamic Executive Assistant to support the Dean and Associate Dean of Dodge College of Film and Media Arts. Provide high-level administrative support, manage calendars, act as liaison with industry and college constituents, maintain confidentiality. With a sense of urgency and using initiative, anticipate the needs of senior leadership. Required experience providing office support, strong communication skills, discretion, along with desired qualification of bachelor's degree. Anticipated pay \$66,560 - \$72,000. Apply with resume and cover letter to [dodgecollege@chapman.edu](mailto:dodgecollege@chapman.edu)

May 31 Mosaic is looking for an assistant to report to two managers in our New York office. Interest in comedy is a must. The ability to dive right in is needed—we are looking for a self-starter! This is a demanding and fast paced desk, so agency or management experience is highly valued. Responsibilities include administrative duties, script coverage, casting coverage, client interface, maintaining company materials and more. Please send resumes or reach out to [otasst@mosaicny.com](mailto:otasst@mosaicny.com)

May 31 The ideal candidate is motivated, detail oriented and thrives in a fast-paced environment. Assistants must have excellent verbal and written communication skills, maintain the highest level of confidentiality, keep pace with an extremely busy office and remain composed in high-pressure settings with the ability to multi task under breaking deadlines. This entry level position has the potential to lead to a rewarding career as an entertainment publicist. Due to a high volume of applicants, no phone calls please. Please send resumes to [aball@id-pr.com](mailto:aball@id-pr.com)

May 31 We're looking for a right-hand partner to work directly alongside our founder/CEO, Mandana Dayani, on all parts of the business and her media platform. Ideal candidate is a true problem solver and big idea thinker who is eager to jump in and learn, and can multi-task across many different workstreams in a very fast-paced environment. The candidate is equal parts creative and analytical, has experience building brands, and is driven to shape culture and create lasting impact. To apply, email [admin@mandanadayani.com](mailto:admin@mandanadayani.com)

May 31 Assistant to Kids Commercial & Print Department for Mid-Size Agency. Need self motivated individual with a strong work ethic. Excellent interpersonal and communication skills are a must! Energetic, multitask-er who can remain professional with the ability to foster a supportive rapport with clientele. There's heavy volume of phone calls/emails regarding auditions and maintaining paperwork. \$35,000.00 per year to start. Medical, Dental, 401k options. Email cover letter and resume to [talentagencyinfo@gmail.com](mailto:talentagencyinfo@gmail.com)

May 31 Assistant to talent manager/partner at Rise Management, a boutique talent management company. This is not a starter desk; candidates must have at least a year of experience on a desk to apply. Looking for candidates who are self-starters, great at multitasking, working in a fast-paced environment, organized, and with great attention to detail. Duties include scheduling, phones, calendars, and some coverage. Please email resumes to [jdassist@risemanagement.com](mailto:jdassist@risemanagement.com)

## Personal Assistant Positions

Jun 14 Award winning Actress/Producer seeking NYC based personal assistant. The ideal candidate is flexible and discreet, friendly, motivated, well-organized and efficient, pays high level of attention to detail, and has a demonstrated track record of being excellent at multitasking and follow-through. Position will alternate between in person and remote. May involve travel for short/extended periods. Must have at least one year experience as a personal assistant. On set experience and/or agency experience is preferred. Must be comfortable with dogs. Resumes to [careers@scrappaperpics.com](mailto:careers@scrappaperpics.com)

Jun 14 Personal Assistant to an A-List Celebrity (NYC). Must have a sense of humor, be great at problem-solving, and have top-notch communication skills. Looking for someone organized, who can keep things running smoothly. The boss is really nice but busy with a few big projects coming down the pipeline, so you'll need to be able to jump between projects while keeping everything straight. Prior assistant experience is required, ideally looking for someone with 5+ years of experience under their belt. Please send resumes to [nypersonalasst2024@gmail.com](mailto:nypersonalasst2024@gmail.com)

May 31 Seeking a Full-Time Executive Personal Assistant in Sherman Oaks for Reality TV Personality/Entrepreneur. Must have a few years of entertainment experience, be organized, detailed, flexible, and project-oriented. Responsibilities include managing business needs (calendars, to-do lists) and personal assistant duties. Must wear multiple hats and be a great right hand. Salary up to 100K DOE. Email resumes to [lori@thegrapevinela.com](mailto:lori@thegrapevinela.com)

# General Positions

Jun 14 Prolific New York Times bestselling author of middle grade fiction and screenwriter seeks a part-time assistant for writing/personal assistant duties. Job entails help with research, story development, editing, social media, and scheduling, as well as household tasks like errands and cooking. Hours are approximately 2-7pm on weekdays. Rate is \$20/hour for 25 hours a week. W4, no benefits. Must have a car and live in Los Angeles (mileage reimbursed). Email resumes to [sgibbs.asst@gmail.com](mailto:sgibbs.asst@gmail.com)

Jun 14 NBC Universal is seeking a passionate Creative Coordinator to join our Creative Advertising team at Universal Pictures. This role involves supporting the EVP of Creative Advertising with scheduling, covering phones, and managing expenses. Responsibilities include preparing materials for meetings, handling campaign budgets, tracking creative assets, and coordinating with various departments. The position requires interacting with C-suite executives, external agencies, and filmmakers, maintaining confidentiality, and contributing to campaign discussions. Resumes to [marissa.mahoney@nbcuni.com](mailto:marissa.mahoney@nbcuni.com) and [Juliet.elwood@nbcuni.com](mailto:Juliet.elwood@nbcuni.com)

Jun 14 Application Administrator for BruinCast! Play a vital role in sustaining our streaming (lecture capture technology), ensuring optimal performance and seamless integration. Ideal candidates have a background in AV/IT, strong problem-solving skills, and experience with web technologies. Help advance UCLA's mission by delivering exceptional IT services. Hybrid work arrangement available. Experience in systems administration, preferably in the AV/IT space. Experience in integration with enterprise systems preferred. Experience with web technologies such as HTML, CSS, JavaScript, and AJAX. Resumes to [taye.nelson@it.ucla.edu](mailto:taye.nelson@it.ucla.edu)

May 31 Production company which specializes in commercial and music video production is seeking an enthusiastic Accounts Payable Clerk to join our team. The ideal candidate will be responsible for managing all aspects of accounts payable processes for our productions and staff.

## **Duties:**

- Process accounts payable invoices accurately and timely
- Cut physical checks and process paperwork
- Process credit card payments promptly
- Reconcile petty cash envelopes and receipts
- File important payroll documents both physically and digitally
- Utilize payroll software for accounting tasks
- Manage the distribution of petty cash amongst on-site staff

## **Experience:**

The successful candidate should possess the following skills:

- Diligent organizational skills
- Experience in accounts payable functions
- Knowledge of accounting principles
- Ability to perform account reconciliations efficiently
- Familiarity with bookkeeping software
- Strong communication with film production teams

**Nice-to-have Skills:**

- Strong knowledge of the entertainment industry
- Enthusiasm for art and entertainment
- Great attitude over experience

This is a great opportunity for a detail-oriented individual with a background in accounting to contribute to our finance team. **Recent graduates in business, accounting and finance are welcome candidates.** If you meet the qualifications and are looking to grow your career in accounting, we encourage you to apply.

Job Type: Full-time

Pay Range: From \$17.28 to \$26 per hour based on experience

Expected hours: 40 per week (overtime with approval)

Benefits:

- Health insurance (dental and vision included)
- Health savings account
- Paid time off
- 401k Retirement plan

Schedule:

- 8 hour shift
- Monday to Friday in-person
- 9am to 6pm with hour lunch

Work setting: Office environment

Work Location: In-person required in East Los Angeles area

Experience: Accounting: 1 year (Preferred but not required)

Ability to Commute: Los Angeles, CA 90026 (Required)

Please email [resume@partizan.us](mailto:resume@partizan.us) with your resume/cover letter to apply

May 31 The Penn State Hollywood Program is seeking a program coordinator to manage operations for the university's semester-in-residence program. The coordinator will work closely with students and companies to set up internship opportunities for students in the entertainment industry and manage logistics. The position also requires making sure all paperwork is processed through the appropriate university channels, and all correspondence are responded to. This is a 10-month-per-year, benefits-eligible, staff appointment. The position is onsite in Los Angeles. Some travel may be required. Email resume with "Coordinator" in subject line to: [rdr2@psu.edu](mailto:rdr2@psu.edu)

May 31 PART-TIME medical billing position for Film Director. Candidates MUST have experience with DGA and WGA insurance billing. Great pay. Great opportunity to join the company. Resumes and cover letters to: [DirectorAssist2024@gmail.com](mailto:DirectorAssist2024@gmail.com)

## Non-LA Positions

May 31 Executive/Personal Assistant- Greenwich/CT- A growing media/entertainment company in the is seeking an experienced right hand for a C-level executive. Must have 7+ years of related experience. Agency/management experience a plus. Top compensation. Local candidates only. Please email [steven@thecalendargroup.com](mailto:steven@thecalendargroup.com)

## Internship Positions

May 31 **Creative Agency looking to hire a Part-Time Intern**

Creative agency looking to hire a detail oriented part-time intern. This position is fully remote, 2-3 days per week. This internship is unpaid and for college credit. Company located in Los Angeles on PST.

Please send a brief paragraph about you and your recent resume to [associateproducer@strayangel.com](mailto:associateproducer@strayangel.com).

May 31 Position: Remote Summer Internship for Comedy-Focused Production Company

Rate: Unpaid/College Credits

Description: Joke Zero is looking for a remote summer intern to join our small and collaborative team. Duties will include, assisting executives with day-to-day operations, liaising with company affiliates, project research, and script coverage. This is a great opportunity for a hardworking student who is looking to get a start in comedy or entertainment. A strong interest in feature films and particularly comedy is preferred but not required. This is an unpaid position though we will work with your college or university to ensure that you receive college credits. Please submit a resume and cover letter to [contact@jokezero.com](mailto:contact@jokezero.com).