



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

Assistant Level Position

Jul 12 A new production company, with a first-look producing deal for both film and television at Warner Bros. Studios, is looking for an immediate, full-time assistant to work out of the company office on the Warner Bros. studio lot in Burbank, CA. Seeking a self-starter who is hyper organized, detail oriented, and an upbeat, savvy communicator. Responsibilities include daily emails, scheduling and admin, rolling calls, taking notes, project tracking, processing incoming material, script coverage, preparing pitch presentations, liaising with creative partners, and working closely with the current executives. The principals are a pair of writer-directors working with A-list talent. This is an excellent opportunity (with room for growth) for someone passionate about storytelling and a career in film & tv development and producing. Ideal candidate would have at least one year of prior assistant experience on a high-volume entertainment desk at a studio, network, management company, production company or talent agency. Please email resume to: assistant.wb.prodco@gmail.com

Jul 12 Map Point is seeking a creative, charismatic self-starter to assist the principal of the company. Duties include: phones, scheduling, submissions, research, coverage and development notes, and project tracking. An exciting position for someone interested in a career in literary representation and/or producing. Applicants must have one year of experience at an agency, management company or production company, studio, etc. Send resume and cover letter to jobs@mappointmgmt.com

Jul 12 Assistant needed for busy manager/producer desk at large management/production company in NYC. At least 1 year of desk experience required, artist representation experience preferred. Ideally looking for someone who wants to be a manager. Position requires attention to detail, ability to multi-task at a high volume, interfacing and communicating with artists and executives directly, drafting and emailing submissions, and advancing and creating artist itineraries for various productions, live events, and press appearances. Discretion and professionalism required for sensitive and privileged information regarding projects at various stages, and both high profile clients and rising stars. Manager works with comedians, writers, performers, directors, and creators as well. Position to start ASAP. Please send resumes to comedymanagerasstresume@gmail.com

Jul 12 Rapidly growing high-profile entertainment law firm in Beverly Hills seeks a Career Executive Assistant with 5+ years of experience in a law firm or entertainment/media legal department. Must be detail-oriented, proficient in Microsoft Office, and able to handle confidential information. Responsibilities include administrative support, event planning, scheduling and personal duties. Email rachel@thegrapevinela.com

Jul 12 TFC Management is hiring an assistant to a literary manager. The role requires the ability to handle scheduling, rolling calls, submissions and tracking grids. Previous industry experience on a desk is recommended. Candidates should have strong communication skills and an appetite for reading. Please send resumes with subject line "TFC Assistant Application" to tfc.assist.aapplications@gmail.com

Jul 12 Innovative Artists is seeking a sharp and ambitious Assistant for their Accounting department. Ideal candidates should possess organizational and communication skills, be detail-oriented, resourceful, have the ability to multi-task and shift priorities in response to varying demands. Essential duties include proficient mathematical skills, proficient in excel, excellent communication and written skills, knowledge of inEntertainment Software, Quicken, Datafaction, Concur and Microsoft Office a plus but not required. Submit your resume at employment@iala.com

Jul 12 Innovative Artists is hiring for an LA Mailroom/Assistant floater, full time and onsite. Candidates must have impressive experience from university involvement, internships, past positions, preferably within talent representation. Must be highly professional and engaging and should have exceptional email and communication etiquette. Must currently reside in the Santa Monica area. Resumes as PDFs to agf@iany.com

Jul 12 Talent Assistant at TalentWorks Los Angeles (Full Time Job)

TalentWorks LA is hiring an administrative assistant to support three talent agents in our Burbank office! The company is on a hybrid office/home schedule. The agents are hoping to hire someone with at least some administrative experience.

Ideal candidate is:

- A skilled multi-tasker
- Highly motivated
- Quick learner
- Detail-oriented
- Passionate about artist representation

You will:

- Manage and redirect internal and external inquiries via phone and email
- Organize high volume of pitches, submissions, audition requests, and client tapes according to strict deadlines
- Assist with special projects, research, and compiling information as needed
- Handle a wide range of administrative and executive support in a fast-paced, high-pressure environment
- Manage Agent and Client calendars
- Interface with production and accounting regarding client payment
- Input and track all appointments and events into internal system
- Serve as the first point of contact with clients, casting directors, network/studio executives
- Effectively communicate and interact with high-profile clients, prospective clients, and managers with discretion and professionalism
- Display high levels of decision-making, attention to detail, and confidentiality

You have:

- 1-3 years of experience in a similar position at an agency, studio, network, or management company
- A BS/BA in a relevant subject area
- An interest in a career as a talent agent

Send resumes to: bhenry@talentworksla.com

Jul 12 Future Shack Entertainment seeks an Executive Assistant supporting the CEO and Executive team. The ideal candidate is proactive and highly organized, a strong communicator, embraces multitasking, is tech-savvy, loves reading, and has an interest in scripted television. At least a year of experience on a high-volume desk at an agency, management company, or studio is highly preferred; this is not an entry-level position. Please send resumes to jobs@future-shack.com

Jul 12 A new production company with a first-look producing deal for both film and television at Warner Bros. Studios is looking for an immediate, full-time assistant to work out of the company office on the Warner Bros. studio lot in Burbank, CA. Seeking a self-starter who is hyper organized, detail-oriented, and an upbeat, savvy communicator. Responsibilities include daily emails, scheduling and admin, rolling calls, taking notes, project tracking, processing incoming material, script coverage and more. Ideal candidate has at least one year of prior assistant experience on a high-volume desk. Please email resume to assistant.wb.prodco@gmail.com

Jul 12 Brillstein Entertainment Partners is seeking a highly motivated and detail-oriented assistant to support a Partner/Talent Manager. This is a high-volume desk serving A-list actors, writers and directors. Duties include rolling calls, coordinating travel, heavy scheduling and liaising with productions and brands. Candidate must possess a high level of initiative and be able to prioritize and manage a variety of responsibilities. Must have excellent communication and organizational skills and be able to work well under pressure in a fast-paced environment. Requires one year agency/management experience. Please send resumes and cover letters to bepjobs@bep-la.com

Jul 12 Looking for an executive assistant to the Head of Marketing and Publicity at major specialty studio. Must have prior assistant experience as well as an interest in publicity, marketing and awards. Tasks include heavy scheduling, arranging travel and compiling and maintaining various department documents. Must be able to anticipate next steps and be accustomed to a fast-paced environment. This position includes being available outside of standard working hours. Please email resumes to marketingea2024@gmail.com

Jul 12 Sugar23 is in an exciting phase of growth and is currently seeking an assistant to provide day to day support to a partner in the literary management department. This position is fully onsite in LA. 1-2 years of industry experience is strongly preferred. Please send resumes and cover letter to work@sugar23.com

Jul 12 Academy Award-winning writer/producer/director/showrunner with a studio deal seeks new executive assistant. 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 a lot in Burbank) position, and familiarity with Zoom, Final Draft and iCal is a plus. One year of desk experience preferred. Please send resumes with the subject line "Executive Assistant Job / YOUR NAME" to wrpassistant@gmail.com

Jul 12 Littleton Road Productions seeks an Assistant to report to the SVP of Development. The ideal candidate is proactive, enthusiastic, resourceful, has a strong work ethic and is invested in the team's success. Duties for the SVP include high-level administrative tasks as well as development tasks including tracking submissions, maintaining companywide tracking databases, reading and evaluating scripts, and more. Please note that this position support scheduling for both the SVP and an additional executive. Resumes to lrp.assistant.resumes@littletonroad.com

Jul 12 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

Jul 12 Hilarity for Charity is looking for a highly organized, proactive and detail-oriented Executive Assistant. This role is remote and will support the executive leadership team. The ideal candidate will have exceptional communication skills, a strong ability to manage multiple tasks, and a passion for their mission. This role is crucial in ensuring the smooth operation and executive activities and contributing to the overall efficiency and effectiveness of the organization. Please submit cover letters, resume and salary expectations to info@wearehfc.com

Jul 12 Production company Smokehouse Pictures is seeking a motivated assistant for two executives: President, Television and President, Film. Duties include all administrative tasks (schedules, phones, maintaining grids, tracking incoming and outgoing submissions) while also reading, writing coverage, and collaborating with the executive team. Seeking a candidate with a passion for the creative and with excellent communication skills and attention to detail. Resumes and cover letters to david@smokehousepics.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, 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.

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

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

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

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

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

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

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

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

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 and 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

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

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

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

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

Personal Assistant Positions

Jul 12 Full time executive personal assistant for reality television personality and entrepreneur. Seeking someone with a few years of experience as a personal assistant. Must be exceedingly organized, detailed, flexible and project oriented. Ideal person will be able to straddle between EA needs as related to business, calendars, to-do lists and personal duties. Bonus points if experience or interests are in fashion. Position is in Sherman Oaks. Email lori@thegrapevinela.com

Jul 12 Busy TV actress is looking to fill a Personal Assistant position. Candidates must be detail-oriented, outgoing, organized, have a valid driver's license, and be willing to travel. Job responsibilities include keeping up with schedule, going to set, running errands and grocery shopping. 40-50 hours per week, primarily Mon-Fri with some weekends. Please send resumes to asstposition91@gmail.com

Jul 12 A writer, producer and political strategist seeks an Executive Assistant/House Manager. Ideal for a writer who would like the guaranteed income of a job, while still giving them the space and time to write. Duties will be running errands, coordinating travel, scheduling home upkeep, dog care, organizing dinners, etc. Must work out of the home in Calabasas where a space will be provided that can be used for writing outside of work hours. Candidates must have a proven track record of operating in a trustworthy and discreet manner and be willing to sign an NDA. Send resumes to calabasasposition123@gmail.com

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

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

General Positions

Jul 12 Part-time social media manager for female writer/producer/public figure. Brainstorm and pitch ideas for talent's social media accounts. Organize 1-2 monthly shoot days with talent to capture photos and videos, edit/design content, manage talent's social profiles and handle engagement. Must be LA-based. Send resumes and any other relevant social media sample work/portfolio to socialsmanager2024@gmail.com

Jul 12 Tory Johnson Productions is hiring product planning specialists to join their team to prospect and secure brands for national television segments. If interested, please send your resume, preferred salary range and any additional background to barbara@casablancastrategygroup.com

Jul 12 We are looking for an energetic and teachable candidate to join our team who shows initiative and works well with others; someone with excellent attention to detail and a high level of accuracy to assist in our accounting department.

Responsibilities:

- Prepaid expenses analysis and general journal entries.
- Knowledge of Accounts Receivable and Accounts Payable.
- Commercial/Feature Production Invoice/Timecard submission.
- Assist with the preparation of financial statements and reports.
- Assist with the processing of accounts payable and receivable.
- Enter and verify the accuracy of financial transactions.
- Maintain accuracy and organize financial records and documents.

- Support the accountant with various projects and tasks as needed.

Requirements:

- Ability to identify errors and solve problems.
- Knowledge of accounting and bookkeeping principles; Data entry.
- Ability to maintain confidentiality of sensitive data.
- Strong organizational skills.
- Excellent interpersonal, oral and written communication skills and the ability to handle situations.
- Ability to efficiently prioritize tasks.
- Experience with Microsoft Office Products & Google Docs.

Qualifications:

- QuickBooks: 1 year (Preferred)
- Bookkeeping: 1 year (Preferred)
- Commercial/Feature Production Accounting (Preferred)
- Associate degree in accounting, finance or business is a plus

Job Type:

- Full-time (Remote)
- Salary: 35k-40k Annually
- Schedule: Monday to Friday 9am - 6pm PST

Benefits:

- Health, Dental, Vision, 401k plan, Paid Vacation/Holiday

Please send your resume and any other relevant material to ita.acct.24@gmail.com for review.

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

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 and 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

Non-LA Positions

Jul 12 Assistant needed for busy manager/producer desk at large management/production company in NYC. At least one year of desk experience required, artist representation experience preferred. Ideally looking for someone who wants to be a manager. Position requires attention to detail, ability to multitask at a high volume, interfacing and communicating with artists and executives directly, drafting and emailing submissions and more. Position to start ASAP. Please send resumes to comedymanagerasstresume@gmail.com

Jul 12 Seeking assistant for a talent manager based in New York. 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 is a plus, as this desk is for a partner. Responsibilities include heavy phones, client interaction, scheduling, filling, etc. Email resume, cover letter and references with subject line "NY Assistant" to don@authenticm.com

Jul 12 KFactor seeks an operations lead in the New York City office. The short form production startup runs the viral series Life on Film and Discovering Artists. Candidates should be organized, ambitious and capable of spearheading all operations and admin. Passion for media, music, and/or entertainment is a must. Salary commensurate with experience. Send resume to jobs@ninebysixteen.com

Internship Positions

Jul 12 Shelter PR, a boutique bi-coastal publicity firm, is seeking an intern for their Fall semester program, which runs from mid/late August through early December in Los Angeles. Ideal candidates are positive, energetic, trustworthy, enthusiastic, driven, resourceful, detail-oriented, proactive, and have strong communication and multitasking skills. This internship is paid, and we ask that candidates can commit to 14 hours per week. Having their own vehicle is preferred. Please send resumes to larissas@shelterpr.com

Jul 12 Fall interns needed at Boutique Talent Agency representing talent for branding and celebrity endorsements. Internship provides a broad understanding of the entertainment industry and an in-depth look at celebrity branding. Ideal candidates are resourceful, great at research and organized. Interns who can commit to two semesters are preferred. Internship is unpaid and for school credit only. Please submit a resume and cover letter to celebritybrandingcareer@gmail.com

Jul 12 HappyNest is looking for fall interns who first and foremost love kid and family animation. Our interns are part of a growing creative development team who take notes in meetings with high-level showrunners, help with Keynote and/or Photoshop design projects, update and organize submissions and development grids, get on-the-job assistant training to prepare for future career endeavors and more. This is an unpaid internship with credit being required. Onsite in Studio City. Please submit resumes and cover letters by July 19 to info@happynestentertainment.com

Jul 12 Gloria Sanchez Productions is looking for an intern to join the team this fall. Responsibilities include but are not limited to script and book coverage, office management, phones and updating and managing grids. This is a paid, in-person internship. Coverage experience required. Please send resumes and cover letters to gloriainterns@gmail.com

Jul 12 Roadside Attractions is looking for fall 2024 interns. Interns will be exposed to numerous aspects of independent film production and distribution. Specific duties will include script coverage, updating databases, compiling press breaks and completing ad hoc projects. This is a paid internship. Please submit a resume, cover letter and, if available, sample coverage to jobs@roadsideattractions.com