



## Entertainment Jobs on TAPA

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[anonymousproductionassistant.com/uta-joblist](https://anonymousproductionassistant.com/uta-joblist)

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## Executive & Management Positions

Jul 26 Entertainment law firm with a focus in digital media is hiring a full-time attorney. The candidate must be licensed to practice law in California and willing to work remotely. Must have experience drafting, reviewing, redlining and negotiating a variety of agreements, primarily as they relate to content creators and other entertainment related clients. The candidate must also be detail oriented and thrive in a fast-paced environment. Please email a resume and cover letter to [stephanie@boxcounsel.com](mailto:stephanie@boxcounsel.com)

## Assistant Level Position

Aug 2 We are seeking a highly motivated and detailed-oriented Assistant for an influential publicist representing a-list clients. Candidate must have excellent communication skills, maintain confidentiality, keep up with a fast-paced office, and remain composed in high-pressure environments. Responsibilities include drafting notes for client offers, handling client hair/makeup holds, maintaining digital press kits/bios, and creating, managing, and coordinating both client and supervisor schedules for interviews, photo shoots, press days and press tours.

To apply: applicants can send all resume materials to [talentprassistant@gmail.com](mailto:talentprassistant@gmail.com)

Aug 2 Executive/Personal Assistant at Boutique Celebrity & Influencer Branding Agency

Location: Studio City, CA

Job Description: We are seeking a highly organized, proactive, and detail-oriented Executive Assistant to support our founder. The ideal candidate will be a masterful problem-solver and an organizational force. This role requires exceptional communication skills, a high level of discretion, and the ability to multitask in a fast-paced, dynamic environment. This position offers a unique opportunity to work closely with top-tier talent and gain invaluable experience in the celebrity branding industry.

There will be personal assistant duties and tasks required as well.

Schedule and availability would be best for someone who is flexible and available (i.e. nights and weekends as needed).

How to Apply: Interested candidates should submit their resume and a cover letter detailing their qualifications and experience to [celebritybrandingcareer@gmail.com](mailto:celebritybrandingcareer@gmail.com) with the subject line "Executive Assistant Application". Applications without a cover letter included will not be considered.

Aug 2 High-volume management desk for senior manager with high-profile writing, acting, and stand up clients looking for a new assistant to start ASAP. At least 1 year of experience in representation is required – not an entry level position. Duties include but are not limited to: heavy calls, scheduling meetings, advancing stand up tours/dates, tracking expenses, making bookings, and reading scripts. Pay is DOE, but one hour of OT per day is guaranteed. Lunch is provided every day. Please send resumes to [mosaicassistant2024@gmail.com](mailto:mosaicassistant2024@gmail.com)

Aug 2 Seeking an assistant for two managers on our team (Commercial Endorsements & Talent). The ideal candidate is a proactive self-starter with excellent communication skills and impeccable attention to detail. The ability to multitask, organize complex information and meet changing deadlines is essential to the position. Previous assistant and/or entertainment experience and interest in talent representation/client service is preferred. Please send resumes to [m88careers@staym88.com](mailto:m88careers@staym88.com)

Aug 2 Atlas Artists seeks an assistant to support two talent managers. Responsibilities include heavy scheduling, rolling calls, submitting and pitching clients, coordinating casting appointments, communicating with agents, casting, production and clients. Candidates should be well-organized, excellent at multitasking and have the ability to problem solve quickly and anticipate client and manager needs. Ideal candidate is someone looking for a career in management. At least 1 years' desk experience at an agency or management company. Please email resumes to [jobs@atlasla.com](mailto:jobs@atlasla.com)

Aug 2 Rothman Brecher Ehrich Livingston seeks an assistant to partner in TV Lit. Must have a year of prior agency or management experience. Not an entry level position. Duties include heavy calls, scheduling meetings, tracking client payments and reading scripts. Team player, excellent communicator, highly organized and helpful. Full time, in-person, located in Beverly Hills office. Base hourly rate of \$19.00 - \$20.00 + OT. Cover letters and resumes to [careers@rbelagency.com](mailto:careers@rbelagency.com)

Aug 2 Media Res Studio seeks a smart, driven, hard-working, and organized Executive Assistant to cover two Scripted Development execs (SVP & VP). This position will support a broad range of administrative responsibilities, including logistics and scheduling, rolling calls, tracking & evaluating submissions, and staying up to date on internal projects. Bachelor's degree and a minimum of at least one year of previous network, studio, production company, agency or entertainment industry experience required. Resumes and cover letters to [resumes@mediares.studio](mailto:resumes@mediares.studio)

### Jul 26 Executive Assistant to Talent Manager

Ideal candidate must be highly organized, team oriented, work well under pressure in a fast-paced environment, with an interest in representation. Primary Duties will include answering phones, coordinating schedules & travel, reading and giving feedback on incoming material, facilitating client appointments, etc.... Candidates should be precise, resourceful, and good communicators, who take initiative. Willing to train the right candidate, with room for growth.

Please note: you must have 1 years of executive/administrative desk experience at a mainstream talent agency/management company to be considered. This desk receives a high volume of calls and requires the professionalism of an Assistant with knowledge in the entertainment industry.

This opportunity is ideal for someone with meticulous attention to detail who can work in a fast-paced agency and multitask. Excellent opportunity for someone who wants to become a Talent manager and is looking for career growth in the future!

### Qualifications

- Ideal candidate must be highly organized, team oriented, work well under pressure in a fast-paced environment, with an interest in representation
- This opportunity is ideal for someone with meticulous attention to detail who can work in a fast-paced agency and multitask
- Candidates should be precise, resourceful, and good communicators, who take initiative
- Willing to train the right candidate, with room for growth as talent manager.
- This desk receives a high volume of calls and requires the professionalism of an Assistant with knowledge in the entertainment industry
- Expertise with high call volume and connecting multiple parties while juggling other responsibilities simultaneously
- Detail-oriented, motivated, superior communication skills, and ability to manage multiple projects and expectations
- Excellent written/verbal communication and interpersonal skills
- Bachelor's degree required

- Must be able to handle highly confidential information with discretion
- Positive attitude, highly organized, and ability to work well under pressure
- Excellent written/verbal communication and interpersonal skills.
- Candidates must be LA based

## Responsibilities

- Primary Duties will include answering phones, coordinating schedules & travel, reading and giving feedback on incoming material, facilitating client appointments, etc...
- Contact with key players across the entertainment industry
- Responsibilities include rolling calls, providing executive administrative and client support including reviewing materials
- Calendar management, expense reports, and travel coordination
- Generating and scheduling auditions as well as coordinating with casting directors, managers, and publicists
- Drafting email correspondence, sending submissions, and tracking incoming/outgoing materials

Please send a resume and cover letter to [aileen@strand-entertainment.com](mailto:aileen@strand-entertainment.com).

Jul 26 Music manager seeking an executive assistant to aid with schedule management, bookings, communication with other members of the team. Must possess excellent interpersonal/communication skills. Based in Los Angeles. Please send resumes to [clyde@clydestaffing.com](mailto:clyde@clydestaffing.com)

Jul 26 Mosaic is looking for an experienced, motivated, and organized assistant to report to two managers in our New York & Los Angeles office. The role will be based in LA. This is a high-volume desk, so agency or management experience is highly valued and preferred (at least 1 year). Responsibilities include administrative duties such as scheduling, phones, coordinating meetings for managers and clients, script coverage, casting coverage, client Tinterface, maintaining company materials and more. Please send resumes or reach out to [mosaicasstresumes@gmail.com](mailto:mosaicasstresumes@gmail.com)

Jul 26 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. Send cover letter and resume to [talent.manager.asst302@gmail.com](mailto:talent.manager.asst302@gmail.com)

Jul 26 Made Up Stories is looking for an executive development assistant to its SVPs. Tasks include regular assistant work such as scheduling, coverage, maintaining and updating grids, etc. The position is remote for the moment but will return to in person in Sawtelle later this year. Please send resumes to [casey@madeupstories.com](mailto:casey@madeupstories.com) and [jeanne@madeupstories.com](mailto:jeanne@madeupstories.com)

Jul 26 Proximity Media (Judas & The Black Messiah, Creed 3, Space Jam: A New Legacy, Underrated: Steph Curry) is seeking an assistant for the VP / Head of Nonfiction. Ideal candidates are extremely detail-oriented and have a strong passion for development. Previous desk experience is required. Studio/network experience not required but preferred. The role is LA-based. Send resumes to [proximityrecruitment@gmail.com](mailto:proximityrecruitment@gmail.com)

Jul 19 A boutique talent agency in the narrative space is looking for an immediate, full-time assistant to support a high level agent in the features and television department. This position is fully remote but preferred candidates are located in or near LA. The company is seeking a hyper organized, detail oriented, and upbeat applicant, with excellent communication skills, the flexibility to join a small team and wear many different hats, and a passion for the entertainment industry. Responsibilities include daily emails, scheduling and admin, rolling calls, taking notes, project tracking, organizing incoming material, script coverage, creating resumes and webpages for clients, tracking submissions, scouting for exciting upcoming material, and working closely with assistants and agents across several different departments. Assistants may have the opportunity to attend film festivals, special screenings, and company events in person. This is an excellent opportunity, with room for growth, for someone passionate about a career in the film & tv industry. The 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: [andrew@iconictalentagency.com](mailto:andrew@iconictalentagency.com).

Jul 19 Kaplan/Perrone Entertainment, a literary management company, is seeking an assistant to work for a Partner and a manager at their firm. One year of experience at an agency or management company is preferred. Responsibilities include rolling calls, scheduling client and manager appointments, script coverage, and project tracking on a high-volume desk. Superior communication skills, organization, and an attention to detail are required. Please send resumes to [jobs@kaplanperrone.com](mailto:jobs@kaplanperrone.com)

Jul 19 A boutique literary management company in Beverly Hills is looking for a first assistant/junior manager trainee to begin ASAP. 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. This position is for candidates interested in careers as literary managers. Please email a cover letter, resume, and sample coverage with the subject line: Assistant/Junior Manager Trainee to [jobs@radmincompany.com](mailto:jobs@radmincompany.com)

Jul 19 Talent-based, BIPOC-owned production company looking for an Executive Assistant to CEO. This assistant will manage the day-to-day administrative functions and provide support for the CEO and his multiple ventures that include, but are not limited to TV, Film, and Podcasts. LA Based. Resumes and cover letter can be sent to [info@wvent.com](mailto:info@wvent.com)

## Personal Assistant Positions

Aug 2 Seeking a dynamic individual to work from a home office as a personal/admin assistant for a manager. Collaborating with a second assistant. This unique position requires a candidate with a blend of admin expertise and personal experience working with families. You will be responsible for supporting the manager and being available to the family as needed when the boss is out of town with clients. The current assistant focuses on administrative tasks, while the second assistant will handle a mix of administrative duties and personal tasks, including working with the family, children, and an animal. Send resumes to [jen.virtualpa@gmail.com](mailto:jen.virtualpa@gmail.com)

Aug 2 Seeking an experienced personal/admin assistant to support an A-list actor in the valley. Responsibilities include managing two homes, coordinating travel arrangements, and providing exceptional administrative support. We are looking for a very kind and thoughtful individual who is flexible with their schedule and understands the demands of a dynamic work environment. This role does not require weekend work (very occasional). Salary DOE. Send resumes to [jen.virtualpa@gmail.com](mailto:jen.virtualpa@gmail.com)

Aug 2 We are currently seeking an experienced administrative/ personal assistant with exceptional technical skills (with the ability to troubleshoot technical issues and provide support with software programs and applications) to join the team of an A list multi-talented professional. Must be social media savvy and be skilled at Photoshop, Snapchat, Twitter, CapCut for reels, some media experience, etc. Send resumes to [jen.virtualpa@gmail.com](mailto:jen.virtualpa@gmail.com)

Jul 26 TikTok star seeking an assistant to manage schedule, bookings, and communicate with other members of the team. Must have 2 years of relevant experience. Based in Los Angeles. Please send resumes to [clyde@clydestaffing.com](mailto:clyde@clydestaffing.com)

Jul 26 Female entrepreneur and socialite seeking a right hand. Must possess excellent interpersonal/communication skills. Based in Los Angeles. Please send resumes to [clyde@clydestaffing.com](mailto:clyde@clydestaffing.com)

Jul 26 High-profile individual seeking a travel assistant to manage schedule, bookings, and communicate with other members of the team. Must have a flexible schedule and a valid Passport. Based in Los Angeles. Please send resumes to [clyde@clydestaffing.com](mailto:clyde@clydestaffing.com)

Jul 19 Celebrity stylist based in LA seeking a personal assistant to aid in calendar management of all personal and professional schedules, communicate with other team members, and handle all personal matters including day-to-day errands. Experience in the fashion industry is a plus. Based in Los Angeles. Please send resumes to [clyde@clydestaffing.com](mailto:clyde@clydestaffing.com)

Jul 19 Actress based near Encino, California seeking a dynamic assistant to manage personal and professional calendar, communicate with other team members, and handle all matters including day-to-day errands. Based in Los Encino, CA. Please send resumes to [clyde@clydestaffing.com](mailto:clyde@clydestaffing.com)

Jul 19 An undisclosed branding agency is seeking a highly organized, proactive, and detail-oriented Executive/Personal Assistant to support the founder. This role requires exceptional communication skills, a high level of discretion, and the ability to multitask in a fast-paced environment. Schedule and availability would be best for someone who is flexible and available (i.e. nights and weekends as needed). Interested candidates should submit their resume and a cover letter (required) with the subject line "Executive Assistant Application" to [celebritybrandingcareer@gmail.com](mailto:celebritybrandingcareer@gmail.com)

## General Positions

Aug 2 Assistant to Production Accountant – Talent Agency

We are looking for a team player with an attention to detail and a willingness to learn. Production accounting experience is preferred but not required.

As the accounting assistant, you will support the accountant with various projects and tasks as needed, including administrative and accounting-related responsibilities.

Qualifications:

- Commercial/Feature Production Accounting (Preferred)
- Experience with Microsoft Office Products & Google Docs (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](mailto:ita.acct.24@gmail.com) for review.

Aug 2 Unwell is seeking a Social Media Specialist. A specialist not only needs to live and breathe pop culture and trends, but also possess the ability to create highly engaging content across relevant social platforms in real time. Social Media Specialists are responsible for daily curation and programming of multiple show accounts within the Network. Success will be measured by community-building metrics; including follower growth and engagement. Social Media Specialists report to the Director of Marketing and will be working directly with talent and talent guests to shoot and edit content. Send resumes/portfolios to [Joanna.orland@unitedtalent.com](mailto:Joanna.orland@unitedtalent.com) and [orassistant@unitedtalent.com](mailto:orassistant@unitedtalent.com)

Aug 2 Shelter PR seeks a full-time coordinator in the Los Angeles office. Candidates should be driven, enthusiastic, resourceful, detail-oriented, proactive, and have strong communication and multi-tasking skills for a fast-paced, information heavy environment. Previous experience (one year minimum) as an assistant on a high - volume desk in the Entertainment field is required. Send resumes to [RachelH@ShelterPR.com](mailto:RachelH@ShelterPR.com) and [KassidyK@ShelterPR.com](mailto:KassidyK@ShelterPR.com)

Aug 2 Social Studies, Inc is actively seeking a dynamic, innovative, and highly motivated Talent Campaign Coordinator to join our Talent Partnerships team in LA. Our Talent Partnerships team is at the forefront of ensuring our creator campaigns are successful. We are looking for a highly organized and proactive Campaign Coordinator to support our Director of Talent Partnerships and enhance our team's efficiency and effectiveness. The ideal candidate is innovative, proactive and passionate about the Creator Economy. Email resumes to [hireme@socialstudies.io](mailto:hireme@socialstudies.io)

Jul 26 Accomplished feature film director, screenwriter, and producer seeking Writer's Assistant to help organize and fuse notes from various screenplay drafts into a final draft. Must have screenwriting experience, strong organizational skills, and passion for film. This is a paid position. Email resume, cover letter, and writing samples to [applicationsassistant54@gmail.com](mailto:applicationsassistant54@gmail.com)

Jul 26 Seeking a full-time hybrid Production Assistant to support creative processes and manage schedules for a high-profile client. Responsibilities include administrative tasks, project timeline adherence, and coordinating schedules. Facilitate creative development, manage budgets, and maintain positive relationships with stakeholders. Ideal candidates have 2+ years of admin experience, strong communication skills, and proficiency in Adobe Creative Suite and Microsoft Office. Resumes to [mzbassistant@unitedtalent.com](mailto:mzbassistant@unitedtalent.com) and [srpassistant@unitedtalent.com](mailto:srpassistant@unitedtalent.com)

Jul 26 An undisclosed production company is seeking experienced fiction readers to evaluate manuscripts and provide in-depth feedback. Applicants must have some experience in the publishing industry with a focus on fiction, a passion for reading, and excellent written communication skills. This remote position offers flexible hours and competitive pay of approximately \$25-30/hour plus bonuses. To apply, please send a resume and 2-3 examples of previous fiction feedback with the subject line "Fiction Reader Application" to [readersneeded@gmail.com](mailto:readersneeded@gmail.com)

## Non-LA Positions

Aug 2 NY-based actress/writer/content creator seeks a part-time personal assistant. Responsibilities include creative planning, shooting content, brand campaign execution, personal organization, and scheduling. Great opportunity to demonstrate creativity in production settings and engage with digital content. Candidates must meet deadlines, be on time, and maintain a positive, professional demeanor. Must be based in NYC. Resumes to: [asstresumes@mgmt-entertainment.com](mailto:asstresumes@mgmt-entertainment.com)

Jul 26 NY Assistant

Artists First is a top tier management company. We are seeking an EXPERIENCED Talent 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 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).

Jul 26 Individual in the Finance Space is seeking an administrative assistant to aid in calendar management of all personal and professional schedules, communicate with other team members, and handle all personal matters including day-to-day errands. Based in London, UK. Please send resumes to [clyde@clydestaffing.com](mailto:clyde@clydestaffing.com)

Jul 26 Founder of music festival group seeking an assistant to aid in calendar management of all personal and professional schedules, communicate with other team members, and handle all personal matters including day-to-day errands. Based in Nashville, TN. Please send resumes to [clyde@clydestaffing.com](mailto:clyde@clydestaffing.com)

Jul 26 Special Events Firm seeking an executive assistant to support founder. Schedule management, bookings, communication with other members of the team. Based in New York, NY. Please send resumes to [clyde@clydestaffing.com](mailto:clyde@clydestaffing.com)

Jul 26 Individual with ultra-high net worth seeking an executive assistant. Schedule management, bookings, communication with other members of the team. Must possess excellent interpersonal/communication skills. Generous compensation. 5 days/week in office. Based in New York, NY. Please send resumes to [clyde@clydestaffing.com](mailto:clyde@clydestaffing.com)

Jul 26 Artists First is a top tier management company. We are seeking an EXPERIENCED NY Talent 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 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)

Jul 19 Comedian seeking a personal assistant to aid in calendar management of all personal and professional schedules, communicate with other team members, and handle all personal matters including day-to-day errands. Based in Austin, Texas. Please send resumes to [clyde@clydestaffing.com](mailto:clyde@clydestaffing.com)

## Internship Positions

Aug 2 Position: Remote Fall 2024 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).

Aug 2 Odenkirk Provisiero Entertainment is seeking Fall 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 with subject line 'Name // FALL 2024 Intern Application' to [openinternships@gmail.com](mailto:openinternships@gmail.com)

Aug 2 The Jim Henson Feature Films dept. is seeking fall 2024 interns who are passionate about film development and production. Interns will support the team in the creative development of live action and animated movies by providing coverage of scripts, books, and other materials, and collaborating on assignments. This unpaid internship is only open to students who will receive academic credit and must have in-person availability 2-3 days a week. Prior coverage experience preferred. Please submit a resume, cover letter, and a coverage/writing sample with the subject line "Feature Films Internship // Your Name" to [CreativeInternships@henson.com](mailto:CreativeInternships@henson.com)

Jul 26 Join Miss Sunshine and her colorful cast of animated friends on an exciting journey through the magical world of SunBeam Buddies! Candidates can apply for these roles by sending their resume to: [hello@sunbeambuddies.kids](mailto:hello@sunbeambuddies.kids).

- **Animator**

- SunBeam Buddies, an educational children's show, is seeking a talented Animator to bring our illustrated characters to life. As an Animator, you will work closely with the Show Creator and Illustrator to create engaging animations for a variety of episodes. The ideal candidate will have a strong creative imagination, an eye for detail, and proficiency with animation software. Location: Remote. Job Type: Unpaid / IMDB and/or internship credit provided. Schedule: Flexible around work/school schedule.

- **Illustrator**

- SunBeam Buddies, an educational children's show, is seeking a talented Illustrator with a passion for bringing creative ideas to life. The Illustrator will work closely with our Show Creator to develop character illustrations for social platforms, books, and various other projects. The ideal candidate will have experience in both hand-drawn and digital illustration techniques, and the ability to adapt to different styles as needed. Location: Remote. Job Type: Unpaid / IMDB and/or internship credit provided. Schedule: Flexible around work/school schedule.

- **Editor**

- SunBeam Buddies, an educational children's show, is seeking a talented and enthusiastic Editor to join our creative team. The Editor will work closely with the Lead Editor and Director to bring the Director's vision to life by piecing together the episodes based on the script. This role involves a deep understanding of storytelling, scene-by-scene editing, and adding key graphics to enhance the dialogue and performances. Location: Remote. Job Type: Unpaid / IMDB and/or internship credit provided. Schedule: Flexible around work/school schedule.

- **Public Relations Specialist**

- SunBeam Buddies, an educational children's show, is seeking a creative and dynamic Public Relations Specialist to join our team. The ideal candidate will be passionate about children's education and entertainment, with a strong background in public relations and media communications. The Public Relations Specialist will be responsible for managing our public image, promoting our content, and building relationships with media outlets, influencers, and the public to enhance our brand visibility. Location: Remote. Job Type: Unpaid / IMDB and/or internship credit provided. Schedule: Flexible around work/school schedule.
- **Social Media Coordinator**
  - SunBeam Buddies, an educational children's show, is seeking a talented and creative Social Media Coordinator to join our team. The ideal candidate will be responsible for managing our social media presence, creating and implementing content strategies, and analyzing engagement to build and maintain our online community. This role requires a detail-oriented individual with a passion for social media trends, algorithms, and design elements. The Social Media Coordinator will play a key role in enhancing our brand visibility and engagement across various platforms. Location: Hybrid – mostly remote; open to fully remote. Job Type: Unpaid / IMDB and/or internship credit provided. Schedule: Flexible around work/school schedule.
- **Production Assistant**
  - SunBeam Buddies, an educational children's show, is looking for a dedicated and enthusiastic Production Assistant to support our filming process. The ideal candidate will work closely with the Director to ensure smooth and efficient filming of show episodes. This position requires strong communication skills, a positive attitude, and a willingness to learn on the job. Location: On-site in Culver City, CA. Job Type: Unpaid / IMDB and/or internship credit provided. Schedule: Film dates vary, but will generally be from 7am-3:30pm. We rotate PAs based on availability.
- **Administrative Assistant**
  - SunBeam Buddies, an educational children's show, is seeking a dedicated and highly organized Administrative Assistant to join our team. This individual will play a crucial role in ensuring the smooth operation of our media production and organizational processes. The ideal candidate will have a keen eye for detail and a passion for maintaining order in a dynamic and creative environment. Location: Hybrid – mostly remote; open to fully remote. Job Type: Unpaid / IMDB and/or internship credit provided. Schedule: Flexible around work/school schedule.

Jul 26 Small media/production company seeks a creative and highly motivated “Development Intern” with a love for reading to join its team. This role will be supporting the Head of Film/TV and the development assistant. This company is led by an EP/showrunner. BIPOC candidates are encouraged to apply! Applications will closed August 9th. Send a resume and 1 paragraph cover letter with the subject line: “SS Fall 2024 Intern Application: [NAME]” to [asst@besuperspecial.com](mailto:asst@besuperspecial.com)

Jul 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. 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)

Jul 26 Seeking Fall academic interns for Luxhammer, a production/literary management company with 20 years of experience developing, packaging, and producing Film/TV based on original ideas and major IP with emerging and A-list talent. Also produced some of the world's most renowned branded entertainment. Learn development, BE, assistant duties, direct exposure to CEO. School credit only. Send resume, cover letter to [hello@luxhammer.com](mailto:hello@luxhammer.com)

Jul 19 Charles Osowik, an independent literary manager, is looking for a Representation/Development intern for the Fall 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 and shows.

Please send resumes and list of favorite writer/directors and showrunners to [readerintern123@gmail.com](mailto:readerintern123@gmail.com)

Jul 19 Aperture Entertainment is a boutique management/production company currently seeking creative interns for the Fall Semester. Work remotely 2-3 days/week for 12+ weeks starting September 2024. Tasks include script coverage, talent scouting, and role evaluation for clients. Gain course credit while being involved in high-profile projects and collaborate with a diverse range of Aperture's clients. This is an unpaid internship for credit. Email resumes and cover letters: [jobopps@aperture-ent.com](mailto:jobopps@aperture-ent.com)

Jul 19 Rosenfield Media Group (RMG PR) is seeking a Fall Intern. Role will support high profile brands, entertainment, events, and non-profits. Candidate should be an avid consumer of entertainment, news and consumer media; experience using different software tools; desire to learn and grow. Responsibilities include research, list building, tracking and reporting. Internship is based out of Sherman Oaks offices, unpaid, must be for school credit. Please email resumes to [jobs@rmg-pr.com](mailto:jobs@rmg-pr.com)