



## Entertainment Jobs on TAPA

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## Executive & Management Positions

Aug 16 Global management and production company seeking a BTL manager to launch the division. We will be repping DPs, Composers, Line Producers, Production Designers, Editors, etc. While we rep a few now we are looking to expand. We have mainly repped writers, showrunners, directors and on-camera talent.

Please have experience in this area as an agent, manager or junior exec. This is a commission only position with a generous split. We cover all overhead expenses with offices in Silverlake. We are an active production company so there is potential to produce. Ideally, we are looking for someone who wants to grow with our rapidly growing company. Please email [managerproducerjob@gmail.com](mailto:managerproducerjob@gmail.com)

Aug 16 Talent Manager wanted for thriving management and production company based in Los Angeles with a global presence. We are searching for agents and managers - agents who want to make the leap or managers with an existing roster. Very interested in managers with an interest in producing with an eye for finding top shelf projects. We offer a generous commission split, plus bonuses and partial benefits with overhead paid. Please be extremely organized and have a passionate desire to be part of an exciting company with a passion to push your clients to the next level. All candidate submissions will be kept strictly confidential to protect any candidates currently employed. Please email [managerproducerjob@gmail.com](mailto:managerproducerjob@gmail.com)

## Assistant Level Position

Aug 23 PRETTYBIRD and VENTURELAND are international production companies focusing on commercial, music video, branded content, film / television development and production. We're currently seeking an Executive Assistant to support our CEO. The successful candidate will have a strong scholastic background in business administration, some experience in supporting an Executive and a drive to be an essential part of a business operations team. Please send your resume to [kme.assistant@prettybird.co](mailto:kme.assistant@prettybird.co)

Aug 23 Independent manager with A list comedy clients looking for new assistant. Current assistant being promoted to Coordinator. Previous agency, management, or event experience required. Need someone extremely detail oriented who can handle advancing tours/live dates and coordinating extensive travel. Send resumes to [assistantresume2024@gmail.com](mailto:assistantresume2024@gmail.com)

Aug 23 A prominent management, media & production company with A-list clients is seeking an Executive Assistant to the Founder / President. Candidate must be able to work extremely well in a fast-paced environment and be able to handle heavy phones and scheduling. Self-starter and organizational skills are a must. Candidate will be working closely with clients and buyers. At least one year of agency/management experience strongly preferred. Looking for someone to start right away. Please send resumes to [talentmgmtasst@gmail.com](mailto:talentmgmtasst@gmail.com)

Aug 23 Management company seeks Literary Assistant to provide administrative support to a Literary Manager/Partner. Assistant will work closely with various departments and be heavily involved in sourcing opportunities for clients (writers, directors). This is a great opportunity for someone looking for a career in the representation business. Please send cover letter and resume with subject line "Literary Assistant Position" to [careers@grandviewla.com](mailto:careers@grandviewla.com)

Aug 16 Upland Workshop is seeking an Executive Assistant to support our CEO. Candidate must have prior EA experience and be able to manage a busy calendar and travel. The candidate will be providing administrative support to our founder, including scheduling meetings to ensure his schedule runs efficiently and seamlessly, arranging domestic and international travel and email management. Coordination across multiple departments and must be able to work well in a fast paced environment and communicate on behalf of the founder handling not only a calendar but sensitive and confidential matters  
[tanya@uplandworkshop.com](mailto:tanya@uplandworkshop.com)

Aug 16 Skechers is seeking an Executive Assistant in Licensing & Strategic Partnerships. The assistant is responsible for providing executive-level support to the Managing Director of Global Licensing and Strategic Partnerships, while managing a wide range of administrative tasks to optimize the effectiveness and efficiency of the department. Please send resumes and cover letters to [laura.alvarado@skechers.com](mailto:laura.alvarado@skechers.com)

Aug 16 21 Laps Entertainment is looking for a full-time Executive Assistant to support Dan Cohen, one of the Partners of the company who covers both film and television. This position helps manage a large volume of projects and high level of creative input. Key tasks include heavy email volume, scheduling, rolling calls, as well as involvement in creative. This role is based in Los Angeles. A minimum of one year on an agency/management desk is preferred and we are looking for candidates who have interest in producing long-term. Please email resumes with subject line "Executive Assistant Application" to [jacqueline.rosso@21laps.com](mailto:jacqueline.rosso@21laps.com)

Aug 16 Avalon Management is hiring an EA for the CEO & head of BA. Must be able to coordinate meetings, liaise between different departments, and provide administrative support. Looking to fill the position quickly. This is based in LA & entails working in office every day. Send resumes to [abryant@avalon-usa.com](mailto:abryant@avalon-usa.com)

Aug 16 TV/film/music production / finance company has an opportunity for an Assistant to the President of Television. Ideal candidate must be motivated, passionate, industry savvy, able to manage a busy desk including heavy phones, travel, scheduling. Other duties include maintaining expense reports, script submissions, material coverage, events, and other reports. Ideal candidates would have agency experience and understand the TV landscape. Please submit resume and cover letter to [assistant.assistant@gmail.com](mailto:assistant.assistant@gmail.com)

Aug 16 Seeking an assistant to two executive producers at a full-service, LA-based production company in the world of film/tv, documentaries, commercials, and podcasts. A great opportunity for someone interested in production and development that wants to grow with a small company. Seeking someone with excellent problem-solving skills and experience working in a fast-paced environment. One year agency/management desk experience preferred. Please send resume and cover letter to [asstjob2024@gmail.com](mailto:asstjob2024@gmail.com)

Aug 9 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)

Aug 9 A prestigious Production Company with multiple features and TV shows in development & production is seeking an Executive Assistant to support our principal. This role is perfect for someone with a solid background in the entertainment industry, particularly those with experience at a major agency or management company. Please email resumes with the Subject Line EXECUTIVE ASSISTANT APPLICATION to [georgegrayson@gmail.com](mailto:georgegrayson@gmail.com) and [costelloharrison@gmail.com](mailto:costelloharrison@gmail.com)

Aug 9 High-profile TV personality looking for a Development Assistant for their Production Company. This assistant will be responsible for assisting the Company across a multitude of projects in development and in production. Bilingual preferred and looking for self-starter candidates with strong organizational and computer skills, specifically PowerPoint. In-person and LA-based. Please send resumes to [msassist@3arts.com](mailto:msassist@3arts.com) and [stearnsjeffrey13@gmail.com](mailto:stearnsjeffrey13@gmail.com)

Aug 9 Leading indie studio hiring Assistant to support our EVP, Film Development. Extremely busy and high-profile desk. Seeking a self-starter who is articulate, organized, a voracious reader and constant consumer of film/TV. This is for someone interested in Creative and Business, working with talent, and pursuing Development in a growing company producing studio tentpoles and franchises. Must have EA experience at a major studio, agency, production or management company. Email [creativeaffairs91505@gmail.com](mailto:creativeaffairs91505@gmail.com)

Aug 9 We are seeking highly motivated and detailed oriented candidates for a PR Assistant position for the President of the Agency. The ideal candidate will be a pro-active individual who can stay one step ahead of requests while providing administrative and logistical support to the team. Candidates must have excellent communication skills, maintain the highest level of confidentiality, be heavily familiar with scheduling platforms, have the ability to keep up with an extremely busy, fast-paced office, and remain composed in high-pressure environments with strong-willed personalities. The position will also include working across FPC event coordination, talent outreach and influencer partnerships. Must be able to multi task under breaking deadlines and manage a high volume of emails and internal messages, while ensuring databases are updated consistently. The Executive Assistant level position can be demanding yet lead to rewarding careers as entertainment and lifestyle publicists. Please send resumes to [jessicaasst@fingerprintcom.net](mailto:jessicaasst@fingerprintcom.net)

Aug 9 Echo Lake Entertainment is looking for a full-time Assistant to support a Talent Manager/Partner in the Beverly Hills office. The manager has a large roster of young, international clients. Ideal candidates have a positive and level-headed attitude, a passion for working with clientele, attention to detail, and a strong work ethic. Interest in talent representation is a plus. Position will begin immediately, in person, at our Beverly Hills office. This is not a hybrid position. The best contact for applicants [pmasst@echolakeentertainment.com](mailto:pmasst@echolakeentertainment.com)

Aug 9 Untitled Entertainment is seeking an EXPERIENCED assistant to two high level talent managers. The desks are high volume and fast paced. Responsibilities include rolling calls, heavy scheduling, calendar management, project/client submissions. At least one year desk experience at an agency or talent management company REQUIRED. Position is remote but LA based, may move to in person in the future. PLEASE ONLY SUBMIT RESUMES IF YOU FIT BOTH CRITERIA: seeking to work exclusively in talent management and have agency/management desk experience. Your resume will not be considered if you do not fit these criteria. Please send resumes with the subject line "UE Assistant Position" to [lily@untitledent.net](mailto:lily@untitledent.net)

Aug 9 Seeking three experienced assistants: (1) assisting a (Partner) Talent Manager; (2) on two desks assisting a Talent Manager and Brand Manager; (3) on two desks assisting Managers in the Literary Department. Responsibilities include rolling calls, heavy scheduling, project/client submissions, script reading and research. Position provides opportunities for client interaction, creative contribution and growth potential. One year experience at an agency or talent management company highly preferred. Position currently remote. Please send resumes to [resume@untitledent.net](mailto:resume@untitledent.net)

## Personal Assistant Positions

Aug 16 Executive/Personal assistant needed for Writer/Director/Producer/Non-Profit Founder. Responsibilities include traditional assistant duties at Employer's Production Company such as scheduling for employer, coordinating travel, tracking projects, and assisting in development, as well as personal assistant duties for employer/spouse (Actor/Writer/Director/Producer/Non-Profit founder). These responsibilities will entail coordination with their non-profit, maintaining a personal calendar and occasional errands. The ideal candidate is proactive, organized, well-versed in Canva or other design program, discreet and a team player. Must have prior assistant experience. This will mostly be a remote position with frequent in person meetings/tasks in LA. Send resumes/cover letter to [AssistantJob1034@gmail.com](mailto:AssistantJob1034@gmail.com)

Aug 16 Searching for a personal/office assistant for an established boutique talent management company. Job includes regular administrative support (phones, mail, client appointments, tracking projects & submissions, updating website and client materials, managing office supplies & technology), as well as filming self-tapes, video editing, and personal errands. MUST LOVE DOGS and have a valid drivers' license. The position will be part-time and hybrid, working in the Hollywood Hills a few hours 3-4 days a week and working remotely as needed. Potential for flexible hours and growth for the right candidate. \$25/hour. Please send resumes and cover letters with "Part-Time Assistant 2024" and your name in the subject line to [kfmanagementthr@gmail.com](mailto:kfmanagementthr@gmail.com)

Aug 9 Working actress seeks full-time, Personal Assistant in LA with willingness to travel domestically/internationally for production this fall. Duties include, but not limited to: scheduling, travel logistics, personal shopping, house organization, occasional cat sitting, coordinating with glam teams, and more. Needs to be intelligent, energetic, an excellent communicator, with a strong work ethic and positive energy. Requires reliable car. Position with potential for longevity. Email resumes to [resumesubmission2257@gmail.com](mailto:resumesubmission2257@gmail.com)

Aug 9 We are offering a part-time Personal Assistant Position with a rate of \$25/hr and an expected workload of 16-20 hours per week. Will require a background check and if employed, will need an NDA. An insured vehicle is a must. Your responsibilities will include errands, filing, phone calls, data entry, scheduling appointments and keeping a calendar including reminders. Listing and responding to emails, Invoicing, Booking travel, Self-tape assistance (as needed) and Social Media (content creation as needed). Pet care which includes feeding, walks and transportation to places such as groomer, vet and doggie day care. Please send cover letter and resume, with subject as "PA part time," to [Thirdhill@thirdhillentertainment.com](mailto:Thirdhill@thirdhillentertainment.com)

## General Positions

Aug 23 Black Bear seeks an in-house Production Coordinator/Assistant to assist the EVP of Production. Qualifications include prior production office experience and a bachelor's degree. Responsibilities will include scheduling, phones, interface with production offices (call sheets, production reports, crew lists etc.), guild/union paperwork and facilitating in-house reporting. This position is based in Santa Monica. Please email resumes to [blackbearjob@gmail.com](mailto:blackbearjob@gmail.com)

Aug 16 High- profile client seeking a house manager. Based in Los Angeles, near Encino, CA. Please include the job title of interest in the subject line, and please send resumes to [clyde@clydestaffing.com](mailto:clyde@clydestaffing.com)

Aug 16 Unwell is seeking a Social Video Producer that lives and breathes pop culture - and also possess the ability to create highly engaging content across relevant social platforms in a timely manner. The ideal candidate is creative and loves generating innovative ways to make content. Please submit creative portfolio and application to [hiring@iamunwell.com](mailto:hiring@iamunwell.com)

Aug 9 We are looking for an experienced and highly organized Los Angeles based Estate Manager to oversee the management and day-to-day operations of a private family's main residence and office in Los Angeles as well as out of state residences. The Estate Manager will assist the principal with ensuring smooth day-to-day operations of the properties and office. The ideal candidate will have prior experience in estate management, exceptional organizational skills, and the ability to manage and oversee staff and vendors. Email resumes to [resumesubmission2257@gmail.com](mailto:resumesubmission2257@gmail.com)

Aug 9 3+ Years Mandatory PR Experience- Fingerprint Communications is seeking a Senior Account Executive to join our team in Los Angeles office. This role will work across consumer accounts focusing on fashion, spirits, wellness and hospitality – a passion in these areas are a plus! Our ideal candidate will be a strong leader who can achieve agency goals and deliverables, drive earned media campaigns, and provide oversight and counsel on client matters. A background in consumer with experience in an agency environment is strongly preferred. Must have strong skills in social networking, generating viral awareness, and trade press. Strong writing skills are a must. Looking for a flexible individual with the skill-set to manage multiple accounts and have the ability to travel national for business. This position requires a bachelor's degree from an accredited college or university. Please send resumes to [jessicaasst@fingerprintcom.net](mailto:jessicaasst@fingerprintcom.net)

## Non-LA Positions

Aug 16 Founder of music festival group seeking an Executive Assistant. Schedule management, bookings, communication with other members of the team. Must possess excellent interpersonal/communication skills. Pay is 70k. Based in Nashville, TN. Please include the job title of interest in the subject line, and please send resumes to [clyde@clydestaffing.com](mailto:clyde@clydestaffing.com)

Aug 16 TV Personality seeking an assistant to manage schedule, bookings, and communicate with other members of the team. Based in New York, NY. Please include the job title of interest in the subject line, and please send resumes to [clyde@clydestaffing.com](mailto:clyde@clydestaffing.com)

Aug 16 Production Company seeking an assistant to support founding partner. Based in New York, NY. Please include the job title of interest in the subject line, and please send resumes to [clyde@clydestaffing.com](mailto:clyde@clydestaffing.com)

Aug 16 Founder of Fashion Showroom seeking a personal assistant to manage schedule, bookings, and communicate with other members of the team. Based in New York, NY. Please include the job title of interest in the subject line, and please send resumes to [clyde@clydestaffing.com](mailto:clyde@clydestaffing.com)

Aug 16 High-Profile Client in the beauty space seeking summer help in the Hamptons. Immediate start. Based in New York, NY. Please include the job title of interest in the subject line, and please send resumes to [clyde@clydestaffing.com](mailto:clyde@clydestaffing.com)

Aug 16 Actress and producer seeking an executive assistant to aid with schedule management, bookings, communication with other members of the team. Must possess excellent interpersonal/communication skills. Pay range 80k-100k. Based in Atlanta, GA. Please include the job title of interest in the subject line, and please send resumes to [clyde@clydestaffing.com](mailto:clyde@clydestaffing.com)



Aug 9 Production company specializing in digital news and nonfiction content is looking for an assistant to start ASAP. Ideal candidates have a minimum of one (1) year's worth of experience working as an assistant. Responsibilities include scheduling, coordinating production logistics, office management/organization and some personal assistant work for the two lead executives at the company. Ability to multitask in a fast-paced environment, prioritize in the face of changing deadlines and having strong communication skills all critical - candidates with a passion for journalism and documentary storytelling strongly preferred. Looking for candidates based in (or willing to relocate to) the Washington, DC area. Please send resumes to [dcproductionassistantsearch@gmail.com](mailto:dcproductionassistantsearch@gmail.com)

## Internship Positions

Aug 23 A reputable Commercial Talent Agency in Beverly Hills is looking for a proactive, creative, and detail-oriented intern for an unpaid internship. The ideal candidate is highly organized, incredibly motivated and works well in a fast-paced environment. Duties will include rolling calls, submissions, scheduling, contracts and communication with middle and upper management. Want someone to come to the Beverly Hills office two days a week or more depending on how many hours a student needs to receive college credit. Must be LA based. Please email cover letter and resume to [reignagencyinfo@gmail.com](mailto:reignagencyinfo@gmail.com)

Aug 23 Artists First is one of the top management companies in the entertainment industry. We are currently seeking Fall 2024 interns. This is a great opportunity if interested in pursuing a career in our industry. The internship role requires a strong degree of multi-tasking, a sharp focus for details, and the ability to work in a fast paced, client-driven environment. Heavy script coverage expectation. Must be articulate, with excellent communication skills. We require at least 2 full days a week. School credit is mandatory. Resumes to [rg@artistsfirst-la.com](mailto:rg@artistsfirst-la.com)

Aug 23 Documentary female sports feature seeks an intern for pre-production and funding phase, focusing on press outreach (PR), grant writing, and organizing travel schedules. The ideal applicant is diligent, detail-oriented, kind, and eager to learn. This is an unpaid internship with the potential to transition into a paid role during production. 2-3 days/week. Send cover letter and resume to [axewomenfilm@gmail.com](mailto:axewomenfilm@gmail.com)

Aug 23 Film Festival Strategist and Producers Rep is seeking Fall interns. Duties include research, festival submissions, correspondence, watching and evaluating films, and creating content for social media. Must be reliable and organized with extreme attention to detail. Film Festival knowledge is preferred, as is a passion for independent film. This is an unpaid internship for college credit. Must commit to a minimum of two days per week. Work can be fully remote or partially in the office. Send a cover letter and resume to [nancy@cinemacollet.com](mailto:nancy@cinemacollet.com)



Aug 23 Odenkirk Provissiero 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 [opeinternships@gmail.com](mailto:opeinternships@gmail.com)

Aug 16 Amasia Entertainment, a boutique production company, is seeking virtual interns for the fall term. Candidates must commit to 3 days per week. As this internship is unpaid, candidates must be eligible for school credit. Duties may include providing script notes and coverage, various research projects, and miscellaneous admin tasks. Reliable phone / internet a must. Please send resumes and cover letters (no phone calls) to [info@amasiaent.com](mailto:info@amasiaent.com)

Aug 16 An established literary TV/film & talent management firm seeking candidates for an unpaid internship opportunity in the literary department, with a potential path to becoming a junior manager. Duties include, but are not limited to: rolling calls, submissions, scheduling, organizing, script coverage, and other general office duties. Candidates should be driven, articulate, confident, passionate, and thick skinned. Internship is demanding, but very rewarding. Please send cover letter and resume with Literary Internship in the subject line to [asst@shereeguitarent.com](mailto:asst@shereeguitarent.com)

Aug 16 Film education and production studio seeks an intern to start immediately. Duties include assisting with production, workshops, filming podcasts, research, grant writing, and errands. Virtual/in-studio hybrid. The ideal candidate is resourceful, great at research, kind, and organized. This is an unpaid internship with academic credit offered. Gain experience with industry-standard gear and benefit from our network. 2-3 days/week. Send cover letter and resume to [contact@cinematographyforactors.com](mailto:contact@cinematographyforactors.com)

Aug 9 Creative Agency looking to hire a Part-Time Intern

Creative agency looking to hire a detail-oriented part-time intern for the fall semester. This position is fully remote, 2-3 days per week. The 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).

Aug 9 Artists For Change is a non-profit that creates social impact media to raise awareness on key social issues. We also put on educational events to encourage filmmakers in social impact filmmaking. We also work with other non-profits and create media to tell their story visually. We have a feature film on child trafficking and domestic abuse about to be released and so will be organizing a premiere and marketing that as well as promoting via social media. We are developing another project about the Opioid crisis which we plan to make late spring/summer. Intern duties include helping with the various projects, creating promotional materials, social media, script development and coverage. Helpful skills for all internships include – interest/experience doing script coverage, photoshop, basic editing, understanding of how social media works, interest in social issues, knowledge of talent working in film and TV to help put together casting ideas, interest in research to help make sure characters / worlds portrayed in our films are authentic. Please apply with resume to: [info@artists4change.org](mailto:info@artists4change.org)

Aug 9 We are a talent management company and represent top talent and working actors. Intern duties include help with identifying opportunities for clients, keeping track of upcoming projects and auditions and reading scripts. The atmosphere is fun and lively and a great opportunity to understand the business side of acting and how it all works. Please apply with resume to: [info@roughdiamondproductions.net](mailto:info@roughdiamondproductions.net)

Aug 9 We are an active production company and make independent films. We enjoy having interns to help with scrip coverage, project presentations and social media and generally assisting with the various films we produce. We have our interns involved in workshops and readings on scripts in development. We encourage our interns to actively contribute and be involved as well as ask questions to build their knowledge base. Helpful skills include interest/experience doing script coverage, photoshop, basic editing, understanding of how social media works, interest in social issues, knowledge of talent working in film and TV to help put together casting ideas, interest in research to help make sure characters / worlds portrayed in our films are authentic. Please apply with resume to: [info@roughdiamondproductions.net](mailto:info@roughdiamondproductions.net).