



## Entertainment Jobs on TAPA

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## Executive & Management Positions

Aug 29 Seeking Head of VIP relations to handle endorsements, campaigns, relationships with stylists. Lead on campaigns with celebrities and influencers. Manage client communications for 20 accounts. Develop creative strategies and secure top-tier media placements. Cultivate vital industry relationships. Host daily stylist appointments. Please email resume to Luigi Noto [info@doraziopr.com](mailto:info@doraziopr.com)

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 29 A client is looking for a great assistant who has a sense of urgency. You'll split your time working in the home, on the road and remote as needed. Schedule is Thursday-Monday, 8:30am-4:30pm, and two OT hours built in. We are looking for a flexible, entry-level assistant who is excited to prove themselves. Please love dogs, enjoy working on a team, have excellent communication skills and be great at pivoting and prioritizing. Salary is 75k + insurance and 401k. Please email your resume to [naomi@thehelpcompany.com](mailto:naomi@thehelpcompany.com)

Aug 29 Seeking an Assistant to a partner of the unscripted division at Range Media. Looking for someone passionate about unscripted TV that is driven and proactive. Email [pweber@rangemp.com](mailto:pweber@rangemp.com)

Aug 29 Actor/Director-lead film and television production company is seeking a Development/Personal Assistant to support the principal and their executive team. Candidate must be proactive, detail-oriented, and able to multitask. Responsibilities include admin work (managing schedules, organizing grids, writing formal coverage, maintaining project documents) and some personal tasks. 1-2 years on an Agency/Studio/Management desk required. This position is LA based. Work is a hybrid of in-person and remote with a possibility for some travel. To apply, please contact [developmentassistant48@gmail.com](mailto:developmentassistant48@gmail.com)

Aug 29 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. The company currently utilizes a hybrid model so you'll be working from the office at least twice a week. Please send resumes and cover letters to [assistant@rottenscience.com](mailto:assistant@rottenscience.com)

Aug 29 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 29 A high-level management/production company that promotes from within is seeking an executive assistant to Partner. One year agency/management experience required. Duties include handling heavy phones, maintaining schedules & appointments, client submissions, booking travel, basic editing, and script coverage. 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. Experience in Microsoft Suite, InEntertainment, Active Pitch preferred. Position starts immediately. Interested parties can email resume/cover letter to [mainstayentertainment@gmail.com](mailto:mainstayentertainment@gmail.com)

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)

## 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

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 kfmanagementhr@gmail.com

## General Positions

Aug 29 Join a small but mighty creative team behind one of the most influential content creators and standup comedians, with a focus on healthcare and emergency room storytelling, producing content that's both engaging and culturally relevant. As a Creative Producer, you'll be an essential part of a small, agile team where your contributions will directly shape content across various platforms. You'll be hands on from concept to final upload, making strategic decisions that ensure every piece of content aligns with the brand's mission and captivates an audience. This role requires a scrappy, resourceful approach to content creation, where creativity meets efficiency. Applicants must have a passion for storytelling, video production, and healthcare, and thrive in a fast-paced environment. Please send your resume, portfolio, and a brief cover letter to tal@twartists.com

Aug 29 Seeking an Entertainment Coordinator to provide administrative support to the EVP, Creative Acquisitions and IP Management and serve as office liaison communicating with internal NBCU divisions as well as the external business and creative community. Must love books. Send resumes to carly.hicks@nbcuni.com

Aug 29 Seeking a full-time video editor to help create high-quality short form and long form videos for social media platforms. Content includes, but is not limited to, sketches, promo videos for his tour, stand up clips, recaps and more. The ideal candidate has a sense of humor/timing, has an understanding of social media trends/best practices, and can turn content around quickly. Email resumes to [swright@levity.com](mailto:swright@levity.com)

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)

## Non-LA Positions

Aug 29 Seeking a highly organized and detail-oriented Assistant to support a high-profile content creator with day-to-day tasks. Must be based in Atlanta. Responsibilities include booking travel, managing schedules, handling administrative work, and coordination. The ideal candidate is proactive, adaptable, and has strong communications skills. Must have a flexible schedule, means of transportation, knowledge of Google Suites and strong organizational skills. Please send resumes to [maaassistant@unitedtalent.com](mailto:maaassistant@unitedtalent.com)

Aug 29 Seeking a highly organized and detail-oriented Assistant to support a high-profile content creator with day-to-day tasks. Must be based in Miami. Responsibilities include booking travel, managing schedules, handling administrative work, and coordination. The ideal candidate is proactive, adaptable, and has strong communications skills. Must have a flexible schedule, means of transportation, knowledge of Google Suites and strong organizational skills. Please send resumes to [maaassistant@unitedtalent.com](mailto:maaassistant@unitedtalent.com)

Aug 29 Tim McGraw's Production Company DOWNHOME is seeking an Executive Assistant to join their team in Nashville. The ideal candidate will provide comprehensive administrative support to a top executive, manage complex schedules, conduct various research tasks, and coordinate entertainment-related activities with a proactive, service-oriented approach. This role is perfect for someone who thrives in a fast-paced environment, excels at taking detailed meeting minutes, and enjoys creating memorable Nashville experiences for out-of-town executives and guests. Resumes to [resumes@downhome.com](mailto:resumes@downhome.com)

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)



# Internship Positions

Gorilla Flicks is a boutique production company based in Los Angeles, CA, specializing in both television and film.

Position Overview: We are looking for enthusiastic, motivated and creative interns to join our team. This is an excellent opportunity to gain hands-on experience in the film and television industry.

## Key Responsibilities:

- Conduct research to support the development of projects.
- Handle general administrative tasks like organizing files, answering calls, and office errands.
- Help organize and maintain project files.
- Assist with script coverage, providing detailed analysis and feedback on submitted scripts.
- Contribute to social media and marketing efforts to promote ongoing projects.
- Collaborate with fellow interns to create a final project that will be presented at the conclusion of your internship.

## Qualifications:

- Currently enrolled in a relevant college/university program or recent graduate
- Passion for film and media production with a desire to learn about the industry.
- Strong organizational skills and attention to detail.
- Ability to work in a fast-paced environment and manage multiple tasks.
- Familiarity with production equipment and software (Adobe Creative Suite, Final Cut Pro, etc.) is a plus.
- Excellent communication skills, both written and verbal.
- Creative thinking and problem-solving abilities.

## What You'll Gain:

- First-hand experience on the day-to-day operations of a production company.
- Practical experience in the production process from concept to completion.
- Networking opportunities with industry professionals.
- Insight into the inner workings of a boutique production company.

How to Apply: Please send your resume, a cover letter detailing your interest in the position to [gfindership@gmail.com](mailto:gfindership@gmail.com). Include "Gorilla Intern Application – [Your Name]" in the subject line.



Aug 29 Olive Bridge Entertainment is looking for Fall 2024 interns. Duties include reading scripts and books and providing coverage, working on pitches and decks, helping with cast lists and other office needs. The ideal candidate is diligent, enthusiastic and detail-oriented. This is an unpaid internship for college credit. Dates are flexible. Please send resume and cover letters to [astanger@olivebridge.com](mailto:astanger@olivebridge.com) and [sgordon@olivebridge.com](mailto:sgordon@olivebridge.com)

Aug 29 Fall interns needed at Boutique Talent Agency representing Talent for branding & 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 for 2 semesters are preferred. Please submit a resume and cover letter. Unpaid school credit internship. Apply at [celebritybrandingcareer@gmail.com](mailto:celebritybrandingcareer@gmail.com)

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)