



Entertainment Jobs on TAPA

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Executive & Management Positions

Oct 4 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 or New York and willing to work remotely/hybrid in person. 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 thrives in a fast-paced environment. A passion for entertainment and a positive attitude is essential, must be a good communicator and enjoys working with others. If interested, please email a resume and cover letter to stephanie@boxcounsel.com

Oct 4 Poster Child, Brownstein Group's Influencer Relations agency, seeks an influencer marketing professional with strong client service skills and a passion for influencer relations. The Account Manager will plan and execute large-scale campaigns, manage influencer and client relationships, and ensure campaign organization. Must have 2-3 years' experience in influencer marketing, be deeply online, and have problem-solving abilities. Proficiency in Google Suite and Keynote. influencer agency experience preferred. Send applications to James@posterchildagency.com

Oct 4 Footprint Features seeks a Creative Executive to join our team. The Executive's primary responsibilities will be expanding our slate of commercial, character-driven features, overseeing our intern program, and screening script submissions. The role will also include assisting in admin duties, e.g. scheduling, planning travel, etc. The ideal candidate should have strong relationships with lit agents and managers, a passion for finding and evaluating new material, and excellent verbal and written communication skills. Preferred qualifications are at least 1 year previous experience as CE or adjacent and /or 1 year agency experience. Resume and Cover Letter to jobs@footprintfeatures.com

Assistant Level Position

Oct 4 Anonymous Content is looking for an Assistant to a Senior Literary Manager and Producer, preferably with 1-2 years of experience at an agency, management, or production company, studio, etc. In this role, you will be the point of contact for all inbound/ outbound aspects for the Manager/Producer, including coordinating, scheduling, note-taking, rolling calls, project analysis, deal/payment tracking, etc. Please apply at this link.

Oct 4 Delirio Films, a boutique production company focused on prestige documentary features and series, is looking for an assistant to the two partner-owners. Over the past 15 years, the company has built a library of films with a unique combination of artistic integrity and commercial viability including The Short Game (Netflix), They Call Me Magic (Apple TV+), Will & Harper (Netflix) and more. Seeking someone with a strong work ethic, who is a problem solver and aspires to higher-level production positions. Position also entails managing two partners' calendars, light accounting, hiring and managing interns, phone coverage and office management duties. Prior desk experience at an agency or management company preferred. Room for internal promotion for the right person. Position will be based out of our dog friendly office in Studio City. Resumes to j.schubauer@deliriofilms.com

Oct 4 Seeking Assistant for Co-Founder/Managing Partner at M88. 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

Oct 4 Independent manager & producer 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

Oct 4 The Creative Coalition (TheCreativeCoalition.org) seeks Program Assistant. Candidate should have strong, writing and other communication skills. Agency/public relations/entertainment industry/event management background a plus, and excellent computer skills, valid driver's license and passport are mandatory. Email resume and cover letter to ProgramAssistant@TCCOnline.com

Oct 4 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. 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

Oct 4 Seeking an Executive Assistant to Talent Manager/Producer to provide support to an A-list Talent Manager and Award-winning Producer. Clients include actors, writers, directors, & showrunners. This role will be very hands-on with TV & Film development across the company production slate. Responsibilities include administrative duties including handling heavy phones, calendar management, scheduling travel, and general office management tasks. The assistant will also serve as first point of contact with clients and executives, track projects, including in-house development, and assist with special projects, research, and compiling information as needed. 1 or more years of talent agency and/or talent management experience required. Please send resumes to reception@mediatalent.com

Oct 4 495 Productions seeking a proactive, detail-oriented Executive Assistant for the CEO in Burbank, CA. The role involves managing complex schedules, coordinating meetings and travel, and handling confidential information with discretion. The ideal candidate will have excellent organizational and communication skills, proficiency in Microsoft Office, and experience in a similar role. Full-time, in-person position. Send your resume and cover letter to angelawhite12382@gmail.com

Oct 4 CatchLight Studios (HERETIC, THE BLACKENING) seeks a motivated and detail oriented assistant to support the head of creative development. We're a small, busy team that values strong viewpoints, independent thinking, and great taste. This is an opportunity to join a company with a start-up mentality built by industry veterans. Primarily remote with some in person meetings. Responsibilities include admin (scheduling/correspondence), coverage, meeting notes, talent lists, research, data input (Airtable). Email resumes to catchlightjobs@gmail.com

Oct 4 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

Personal Assistant Positions

n/a

General Positions

Oct 4 Entertainment law firm with a focus in digital media is hiring a full time paralegal. This is a remote position, but the candidate must be able to work remotely/hybrid in person. Must have experience reviewing a variety of agreements and handling legal administrative matters, primarily as they relate to content creators and other entertainment related clients. The candidate must also be detail oriented and thrives in a fast-paced environment. A passion for entertainment and a positive attitude is essential, must be a good communicator and enjoy working with others. If interested, please email a resume and cover letter to stephanie@boxcounsel.com

Oct 4 Temple Hill Publishing (MAP THAT LEADS TO YOU, MY OXFORD YEAR, CLOWN IN A CORNFIELD, WHEN NO ONE IS WATCHING), a division of Temple Hill

Entertainment (the upcoming SMILE 2 + many hit films/TV shows) is seeking to add a Publishing Coordinator. This tight-knit company is looking to add someone who is pursuing a career that hones the skills found on the bridge between novels & adaptations, between LA & New York, engineering book development & selling book packaging for readers worldwide. Duties will include facilitating company wide ideation, original IP development then author, agent and editor reach outs, as well as exercising extensive editorial skills. The ideal candidate has a deep passion for commercial storytelling, and at least a year of experience in the publishing business. This position is in person at our Los Angeles-based office. Resumes to pete@templehillent.com

Oct 4 Variety, the most trusted source for the business of global entertainment, is hiring a Marketing Associate, Talent & Audience Development. The Associate will play a key role in growing the event and programming side of the business. This role has broad requirements including guest list management for both the domestic and international Variety franchises and sponsored events including research and creation of lists, communication with attendees, management of contact database, creation of face sheets, assignment of seats, on-site troubleshooting during check-in, hiring event staff and processing invoices. Additionally, Associate will support the talent team with logistics and coordination for events including booking cars, organizing logistics, collecting materials, greeting, and escorting speakers on-site. Apply here

https://www.pmc.com/join-our-team/#/jobs/4477828005?gh_jid=4477828005

Oct 4 Swerve Communications is looking for a Junior Publicist to provide media relations support to a wide variety of clients at the intersection of entertainment and social impact. Candidate should have 2-3 years of experience in media relations. Must be organized, motivated and a go-getter. Plenty of room for growth for our new and fast-growing firm. Please send resumes to hello@swervecommunications.com

Oct 4 Passion Point Collective (PPC), a leading Entertainment Marketing agency, is looking for a rock star Assistant Account Executive to join our growing team. This position is full time. In this role, you will assist the senior PPC team on all aspects of managing client projects encompassing film, TV, Music, Celebrity, Influencer, and events with a focus on brand storytelling platforms; work day to day with PPC leadership team on a range of tasks including admin (scheduling client meetings), business development (creating pitch decks) and managing social media postings; and assist with client presentations, client reports, and entertainment research. Please send a resume and cover letter to marcus@passionpointcollective.com

Non-LA Positions

Oct 4 Seeking a NYC based executive assistant to work for an A list performer and their family. Candidate must currently be based in NYC, have schedule flexibility, with periodic travel potentially required. (Must have a Driver's License). Looking for a hardworking, organized self-starter to oversee the personal/family life of an A list actor. The ideal candidate is enthusiastic, highly organized, and has a "no job is too small" attitude. Responsibilities include administrative support (outlook/email experience, calendar organization, etc), family/household support (including flexibility on weekends/evenings), working hand and glove with performer's team. Ideally 3-4 years of assisting a high level performer and their family are required or 3-4 agency experience. Please send resumes + cover letters to pm@untitledent.net

Oct 4 Model & actress seeking a personal assistant to manage schedule, bookings, and communicate with other members of the team. Must be willing to travel frequently between New York, Atlanta, and Los Angeles. 1-2 years of relevant experience required. Based in New York, NY. Please include the job title of interest in the subject line, and please send resumes to clyde@clydestaffing.com

Oct 4 Industry couple seeking a career assistant to manage schedule, bookings, and communicate with other members of the team. 2 Years of relevant assistant experience required. Agency background is a plus. Based in New York, NY. Please include the job title of interest in the subject line, and please send resumes to clyde@clydestaffing.com

Oct 4 Founder of fashion brand seeking a seasoned executive assistant. Schedule management, bookings, communication with other members of the team. 4 years of assistant experience required. Based in New York, New York. Please include the job title of interest in the subject line, and please send resumes to clyde@clydestaffing.com

Oct 4 Global art dealer, gallery owner and entrepreneur seeking an executive assistant. Schedule management, bookings, communication with other members of the team. Based in New York, New York. Please include the job title of interest in the subject line, and please send resumes to clyde@clydestaffing.com

Oct 4 AI company seeking an executive assistant/ office manager to handle the schedule, bookings, and communicate with other members of the team. Must possess excellent interpersonal/communication skills. Based in San Francisco, CA. Please include the job title of interest in the subject line, and please send resumes to clyde@clydestaffing.com

Oct 4 Model seeking an executive assistant to manage the schedule, bookings, and communicate with other members of the team. Must possess excellent interpersonal/communication skills. Based in Fort Worth, TX. Please include the job title of interest in the subject line, and please send resumes to clyde@clydestaffing.com

Oct 4 Businesswomen & Philanthropist seeking an executive assistant. Schedule management, bookings, communication with other members of the team. We are looking for candidates who are open to relocation with flexible schedules to travel. Based in Bentonville, Arkansas. Please include the job title of interest in the subject line, and please send resumes to clyde@clydestaffing.com

Oct 4 Clyde is seeking a local New York City Intern for the fall semester to aid with schedule management, errands, bookings and communication with other members of the team. Must be based in New York, New York. Please include the job title of interest in the subject line, and please send resumes to clyde@clydestaffing.com

Oct 4 Seeking assistant for 2 Comedy Managers in NY. 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 a big plus, as this is for a partner desk. Editing software experience is a plus. Responsibilities include heavy phones and client interaction, scheduling, filing, etc. Salary \$20-24/hr. Email resume, cover letter, and references with subject "NY Assistant" to don@authenticM.com

Internship Positions

Oct 4 Premeditated Productions, a new film and TV company with a first-look deal at Amazon MGM Studios, is seeking Fall 2024 and Spring 2025 interns. Duties include script/book coverage, pitch deck and creative project support, and general admin tasks. Ideal candidates are organized, detail-oriented, and enthusiastic. An interest in romance and fantasy genres is a plus. This is an unpaid, for-credit internship. In person, 2-3 days/week in Hollywood. Send resumes and a brief interest paragraph to premeditatedasst@gmail.com

Oct 4 Grey Matter Productions (LIGHTS OUT, YES DAY, PAIN HUSTLERS) is seeking remote coverage interns for Fall/Winter 2024! We are a growing production company with multiple films in both prep and production at major studios along with several projects at various stages of development. This is a great opportunity for those interested in producing and development. This is unpaid, for school credit if needed. If interested, please send resumes to gmpinternapplication@gmail.com

Oct 4 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.

Oct 4 Job Title: Animation & Social Media Intern

Company: Live Play Mobile

Location: Los Angeles, CA

Job Description: As an Animation & Social Media Intern, you will work with our creative and production teams to bring a unique animated character to life. The character is already developed in Blender, Animaze, and Adobe Character Animator, and now we need you to help film, edit, voice, and promote content featuring this character. You will be instrumental in shaping the character's presence across platforms like TikTok and Instagram, helping it become a recognizable persona.

Responsibilities:

- Film social media content using our L.A. studio and the pre-developed animated character.
- Edit video content using Adobe Premiere, After Effects, or similar software.
- Provide voiceover work to help bring the character's personality to life.
- Assist in posting and managing content across social media platforms like Instagram and TikTok.
- Collaborate with the creative and marketing teams to align content with branding goals.
- Monitor social media trends and recommend new content ideas or strategies.

Qualifications:

- Current student or recent graduate from a film or animation school.
- Proficient in Blender, Animaze, and Adobe Character Animator.
- Strong editing skills with experience in Adobe Premiere, After Effects, or similar tools.
- Comfortable with voiceover work and adapting to different character personas.
- Knowledge of social media platforms, especially TikTok and Instagram, and what drives engagement.
- Strong attention to detail, creativity, and willingness to collaborate in a fast-paced environment.

What You'll Gain:

- Hands-on experience working with cutting-edge animation and live entertainment technology.
- Experience creating content for a globally recognized game that blends mobile gaming with live broadcasting.
- The chance to be part of a project featured in major publications and connected with iconic shows like Wheel of Fortune.
- Networking opportunities with industry professionals and exposure to the world of game show production.
- \$20 / hour

How to Apply: Please send your resume, a link to your portfolio, and a brief cover letter to casting@liveplaymobile.com. In your cover letter, tell us why you're passionate about animation, social media, and bringing characters to life.